

# 10 MUST-HAVE PRIMAVERA P6 LAYOUTS

*And How To Build Them*



10 Layouts for  
Scheduling &  
Planning You Should  
Be Using Every Day

**planner tuts\***  
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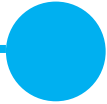
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# Is this Guide right for me?

Not quite sure if this Guide is right for you? Check the Primavera user levels below to see if your level matches the level of book you are about to read:



## Beginner

Beginners are new to using Primavera P6 and are still learning the basics. They may have completed some formal Primavera P6 training but have limited experience using the tool to plan and manage real world projects.



## Intermediate *This eBook!*

Intermediate users have been using Primavera P6 for some time and may have completed a classroom course or formal training. They have experience planning and updating projects in Primavera P6 and are comfortable with some advanced features as well.



## Advanced

Advanced users are competent and experienced with most aspects of Primavera P6. They have likely completed some formal training on Primavera P6 and have much experience using the tool on real-world projects. They are also familiar with many advanced features of Primavera P6.

This Guide is appropriate for the following project management roles:



Project Manager



Scheduler



Planner



Contractor



Project Controls Professional



Project Coordinator

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## 10 Must-Have Primavera P6 Layouts (...and how to build them)

Curated by Jerome Ijachi Odeh & Michael Lepage

Jerome Ijachi Odeh is a PMI Certified Scheduling Professional with over 9 years Subsea Installation planning experience in the Oil & Gas industry. Jerome likes exploring ways through which Planners can use Excel to improve schedule data analysis and presentation.



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# Introduction to Primavera P6 Layouts

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One of the best features of Primavera P6 is the ability to configure the screen and save those settings for reuse in a Layout. This is a great feature that saves you from having to constantly re-jig your screen, only wishing you could go back to what you had a moment ago. Well, you can with Layouts.

Specifically we're discussing Activity Layouts – or Layouts on the P6 Activities screen.

Layouts were born out of the idea that the screen should be configured a certain way when performing a specific planning task.

For example, if you are working with resources, then it's very handy to hide some schedule data, and to make the resourcing fields front-and-center. Or if you are analyzing your project's costs, then Earned Value and Expense fields should be on-screen to let you do your analysis.

If you don't know where to start and what Layouts to use, then you've got a brilliant resource in front of you! We've compiled 10 Must-Have Activity Layouts for Primavera P6 that are essential to everyday planning and scheduling. Not only that – we're providing instructions on how to build them!

Happy Planning!

Michael & Jerome

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# Layout 1: Developing Schedules

When building a new schedule, I use the layout below which allows me to have all the key fields I need right in front of me. **An important part of this layout is the Relationship tab in the Details pane** which I use to add logic relationships between activities in the schedule.

This layout is **grouped by WBS** and **sorted by Activity ID**.

The screenshot displays the Primavera P6 Activities window. The main pane shows a list of activities grouped by Work Breakdown Structure (WBS) and sorted by Activity ID. The activities are color-coded by WBS: Engineering (yellow), Construction & Installation Procedures (green), Procurement & Onshore Construction (blue), and Offshore Installation (red). The Gantt chart on the right shows the timeline of these activities from 2011 to 2012.

Activity ID	Activity Name	Rem Dur	Start	Finish	Calendar	Responsibility
TUT-PRJ-1010	Prepare & Issue Key HSE Documents	30d	07-Jun-10	16-Jul-10	5-Day Week / Holiday	John Marshall
TUT-PRJ-1020	Prepare & Issue Key Project Controls Documents	35d	07-Jun-10	23-Jul-10	5-Day Week / Holiday	John Marshall
<b>Engineering</b>		265d	26-Jul-10	29-Jul-11	5-Day Week / Holiday	
<b>Pipeline Design</b>		90d	26-Jul-10	26-Nov-10	5-Day Week / Holiday	
TUT-ENG-1000	Prepare & Issue Pipeline Design Premise	20d	26-Jul-10	20-Aug-10	5-Day Week / Holiday	April Stephens
TUT-ENG-1010	Prepare & Issue Pipeline Corrosion Design Report	60d	23-Aug-10	12-Nov-10	5-Day Week / Holiday	April Stephens
TUT-ENG-1020	Prepare & Issue Pipeline Pipeline Expansion Report	70d	23-Aug-10	26-Nov-10	5-Day Week / Holiday	April Stephens
TUT-ENG-1030	Prepare & Issue Pipeline Wall Thickness Report	60d	23-Aug-10	12-Nov-10	5-Day Week / Holiday	April Stephens
<b>Construction &amp; Installation Procedures</b>		175d	29-Nov-10	29-Jul-11	5-Day Week / Holiday	
TUT-ENG-1040	Prepare & Issue Pipeline Installation Analysis	80d	29-Nov-10	18-Mar-11	5-Day Week / Holiday	April Stephens
TUT-ENG-1050	Prepare & Issue Pipeline Installation Procedure	50d	21-Mar-11	27-May-11	5-Day Week / Holiday	April Stephens
TUT-ENG-1060	Prepare & Issue Pipeline Installation As-Built Report	30d	17-Jun-11	29-Jul-11	5-Day Week / Holiday	April Stephens
<b>Procurement &amp; Onshore Construction</b>		176d	29-Nov-10	23-May-11		
TUT-PRC-1000	Negotiate & Award Linepipes Procurement & Coating Subcontract	20d	29-Nov-10	24-Dec-10	5-Day Week / Holiday	John Marshall
TUT-PRC-1010	Procure & Coat Linepipes	120d	25-Dec-10	23-Apr-11	7-Day Week	John Marshall
TUT-PRC-1020	Weld Linepipes into Pipeline Stalks	30d	24-Apr-11	23-May-11	7-Day Week	John Marshall
<b>Offshore Installation</b>		21d	28-May-11	17-Jun-11	7-Day Week	
TUT-INS-1000	Spool Pipeline Stalks onto Pipelay Vessel & Transit to Offshore Field	4d	28-May-11	31-May-11	7-Day Week	June Walker
TUT-INS-1010	Install 10km Pipeline from Location A to Location B	15d	01-Jun-11	15-Jun-11	7-Day Week	June Walker
TUT-INS-1020	Transfer from Offshore Field to Port & Decommission Pipeline/Vessel	2d	16-Jun-11	17-Jun-11	7-Day Week	June Walker

The bottom pane shows the Relationship tab for Activity TUT-MST-1020. It displays the Predecessors and Successors for this activity.

Activity ID	Activity Name	Relations	Lag	Start	Finish
TUT-PRC-1020	Weld Linepipes into Pipeline Stalks	FS	0d	24-Apr-11	23-May-11

Activity ID	Activity Name	Relations	Lag	Start	Finish
TUT-MST-1020	Project Completion	FS	0d		29-Jul-11

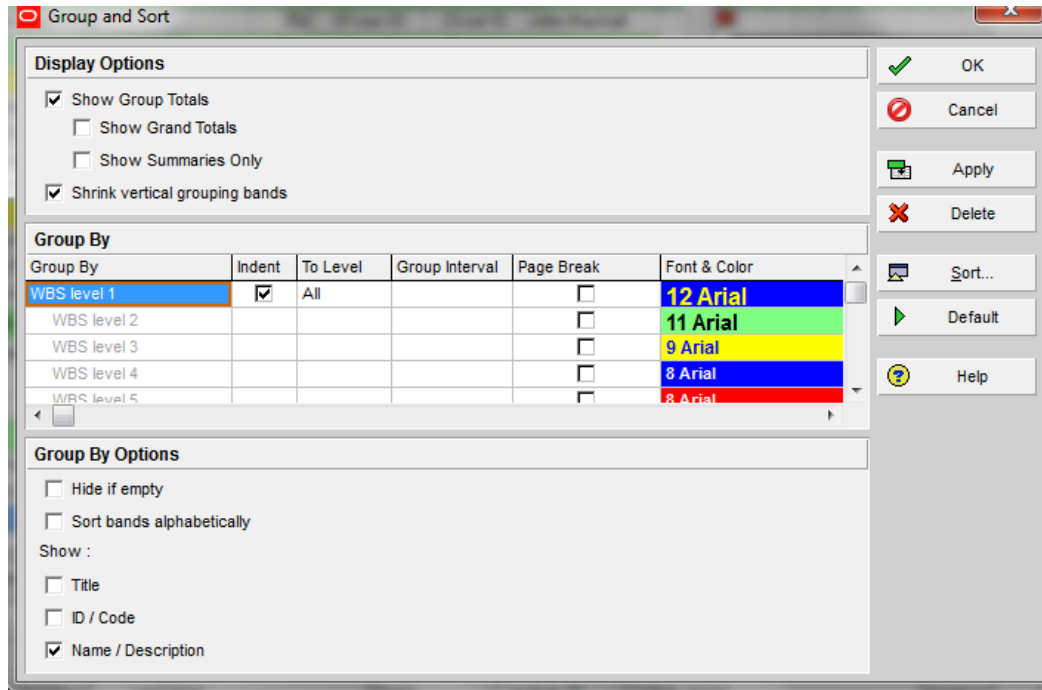
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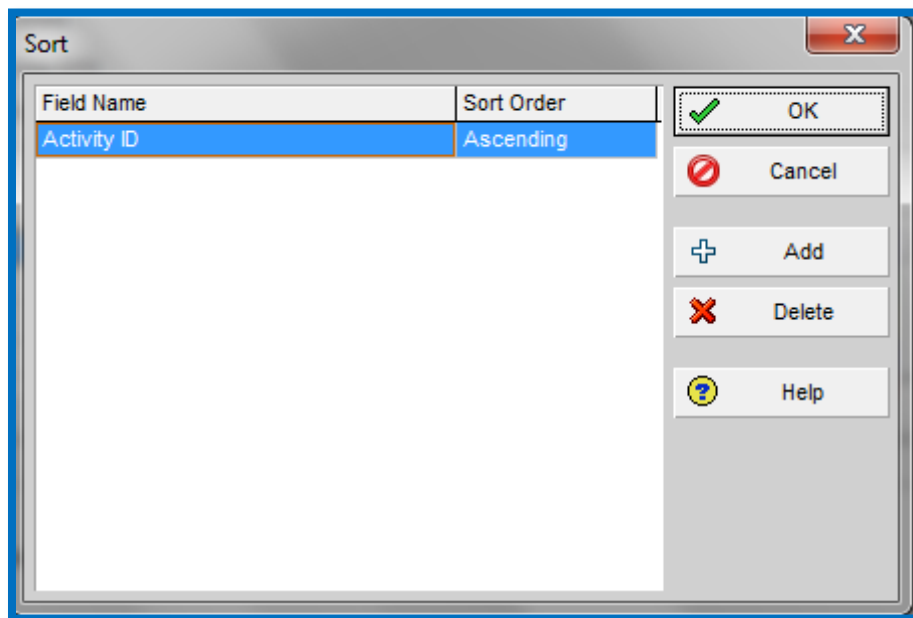


## How to Build this Layout

### Grouping



### Sorting



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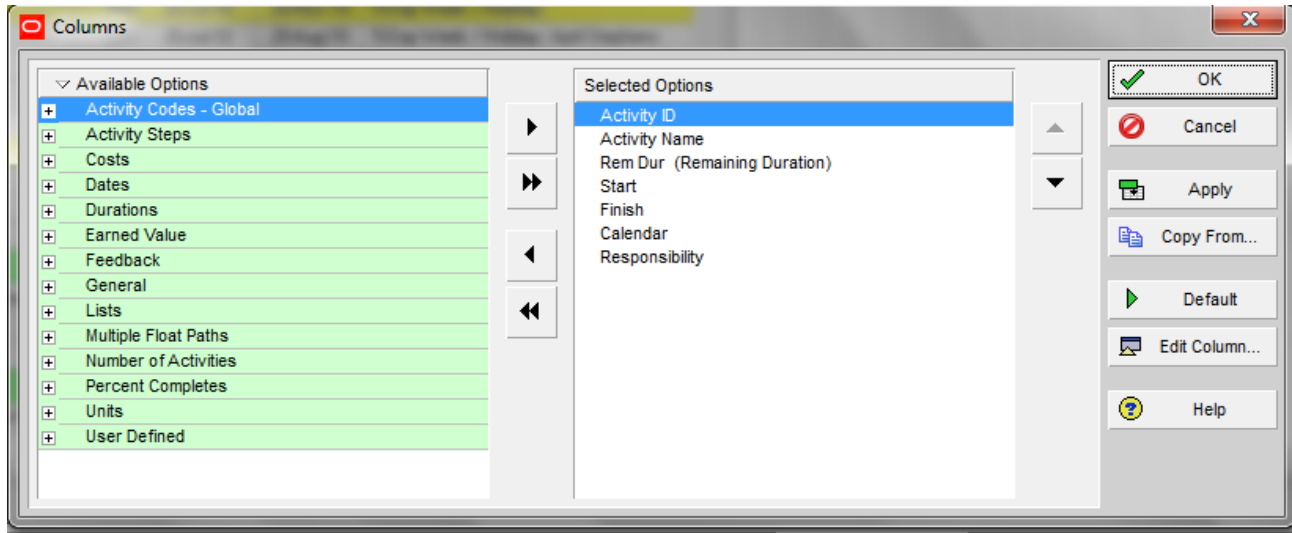


## Filters

No filter is applied in this layout so that all activities are displayed.

Filter: All Activities

## Columns



- **Activity ID:** Required to provide a unique id to activities in the schedule
- **Activity Name:** Required for description of tasks to be performed
- **Remaining Duration:** Required to assigned duration to activities
- **Start:** Required so that software can assign activity start date after time analysis based on schedule logic
- **Finish:** Required so that software can assign activity finish date after time analysis based on activity remaining duration
- **Calendar:** Required so that I can assign activity work pattern
- **Activity Codes:** Layout is grouped by Project WBS, therefore when building schedules; I add all required activities at the point of building schedule. In this example, Responsibility is an activity code

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## Layout 2: Analysing Calendars

Sometimes when working with schedules - either my own or when reviewing schedules built by others - I often need to make sure the right calendars are assigned to activities because of the effect of calendars on Total Float calculations and Activity Dates.

The layout I use for analysing calendars in schedules is shown below. This layout is **grouped by Calendar >> WBS** and **sorted by Calendar**.

Activities			
Layout: 02 PTuts - Project Calendars		Filter: All Activities	
Activity ID	Activity Name	Activity Count	Calendar
<b>Total</b>		21	
<b>7-Day Week</b>		7	7-Day Week
<b>Pipeline Installation Schedule - B1</b>		7	7-Day Week
<b>Project Management &amp; Milestones</b>		2	7-Day Week
<b>Key Dates</b>		2	7-Day Week
TUT-MST-1020	Procurement & Onshore Construction Completion	1	7-Day Week
TUT-MST-1030	Pipeline Installation Completion	1	7-Day Week
<b>Procurement &amp; Onshore Construction</b>		2	7-Day Week
TUT-PRC-1010	Procure & Coat Linepipes	1	7-Day Week
TUT-PRC-1020	Weld Linepipes into Pipeline Stalks	1	7-Day Week
<b>Offshore Installation</b>		3	7-Day Week
TUT-INS-1000	Spool Pipeline Stalks onto Pipelay Vessel & Transit to Offshore Field	1	7-Day Week
TUT-INS-1010	Install 10km Pipeline from Location A to Location B	1	7-Day Week
TUT-INS-1020	Transit from Offshore Field to Port & Demobilise Pipelay Vessel	1	7-Day Week
<b>5-Day Week / Holiday</b>		14	5-Day Week / Holiday
<b>Pipeline Installation Schedule - B1</b>		14	5-Day Week / Holiday
<b>Project Management &amp; Milestones</b>		6	5-Day Week / Holiday
<b>Key Dates</b>		3	5-Day Week / Holiday
TUT-MST-1000	Effective Date	1	5-Day Week / Holiday
TUT-MST-1010	Engineering Design Completion	1	5-Day Week / Holiday
TUT-MST-1040	Project Completion	1	5-Day Week / Holiday
<b>Kick-off Documentation</b>		3	5-Day Week / Holiday
TUT-PRJ-1000	Prepare & Issue Key QA Documents	1	5-Day Week / Holiday
TUT-PRJ-1010	Prepare & Issue Key HSE Documents	1	5-Day Week / Holiday
TUT-PRJ-1020	Prepare & Issue Key Project Controls Documents	1	5-Day Week / Holiday
<b>Engineering</b>		7	5-Day Week / Holiday
<b>Pipeline Design</b>		4	5-Day Week / Holiday
TUT-ENG-1000	Prepare & Issue Pipeline Design Premise	1	5-Day Week / Holiday
TUT-ENG-1010	Prepare & Issue Pipeline Corrosion Design Report	1	5-Day Week / Holiday
TUT-ENG-1020	Prepare & Issue Pipeline Pipeline Expansion Report	1	5-Day Week / Holiday
TUT-ENG-1030	Prepare & Issue Pipeline Vessel Thickness Report	1	5-Day Week / Holiday

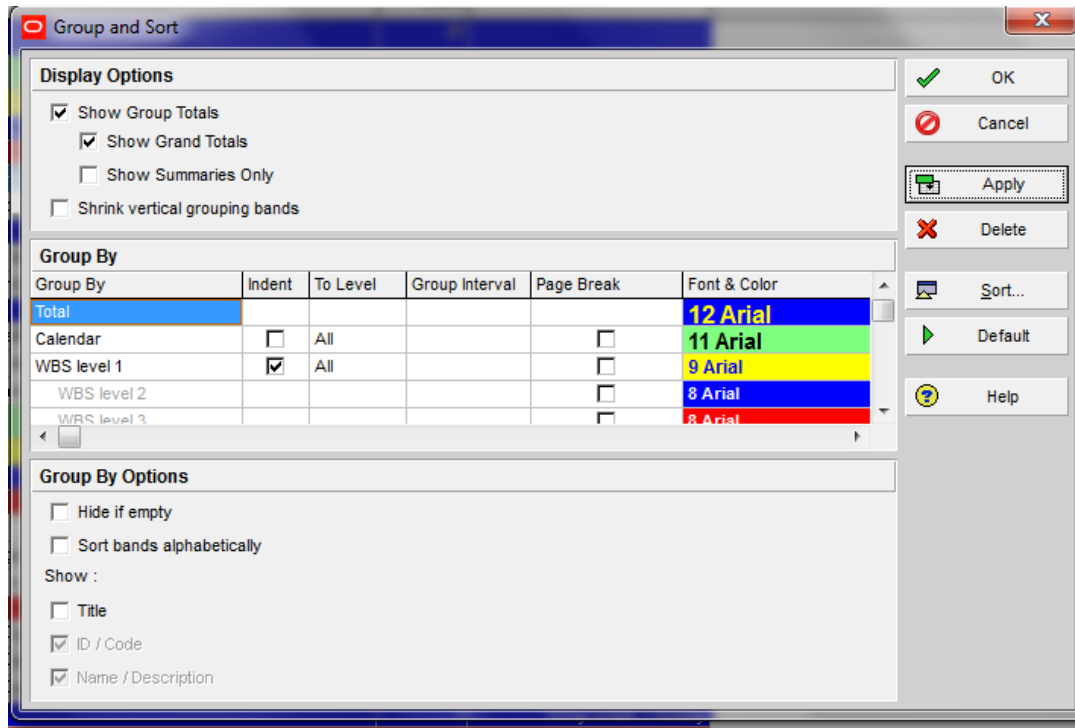
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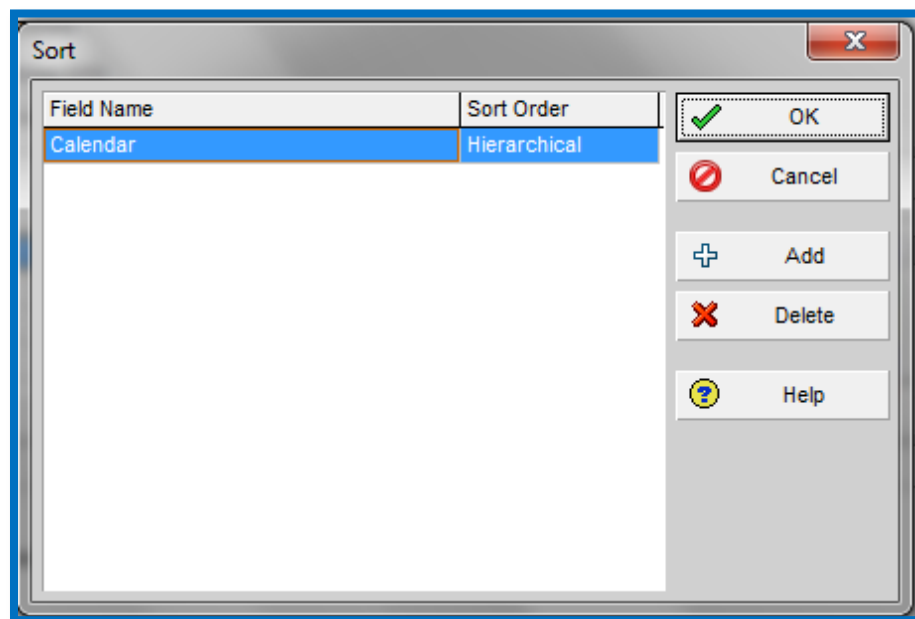


## How to Build this Layout

### Grouping



### Sorting



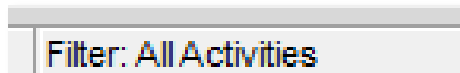
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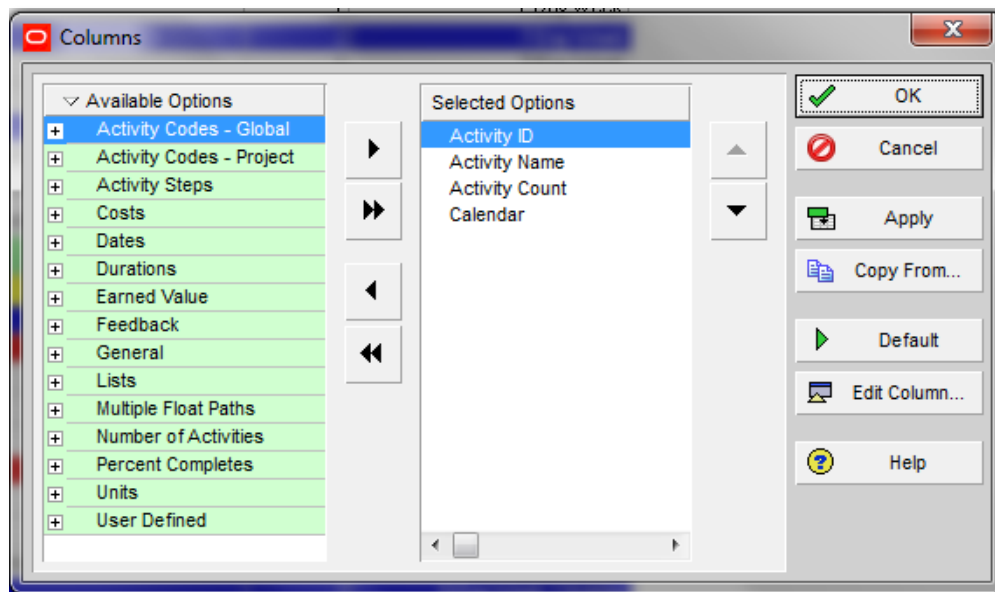


## Filters

No filter is applied in this layout so that all activities are displayed.



## Columns



- **Activity ID & Activity Name:** Required to identify activities
- **Activity Count:** Optional field used to count total number of activities using a calendar
- **Calendar:** Despite grouping activities by Calendar, Calendar field is still required in the layout so that if an activity has the wrong calendar assigned, this can easily be changed

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## Layout 3: Analysing Constraints

I hardly use constraints when building a schedule except for the Project Start milestone, contractual milestones and external milestones. But sometimes when reviewing schedules from contractors I do need to check the constraints applied in the schedule to ensure that constraints are not been used in place of schedule logic to drive dates.

The layout I use for analysing constraints in schedules is shown below. This layout is **grouped by Primary Constraints >> WBS** and **sorted by Activity ID**.

Activities							
Layout: 03 PTuts - Activity Constraints			Filter: All Activities				
Activity ID	Activity Name	Activity Count	Primary Constraint	Primary Constraint Date	Secondary Constraint	Secondary Constraint Date	
<b>Total</b>		21					
<b>Start On or After</b>		1					
<b>Pipeline Installation Schedule - B1</b>		1					
<b>Project Management &amp; Milestones</b>		1					
<b>Key Dates</b>		1					
TUT-MST-1000	Effective Date	1	Start On or After	07-Jun-10			
<b>No Primary Constraint</b>		20					
<b>Pipeline Installation Schedule - B1</b>		20					
<b>Project Management &amp; Milestones</b>		7					
<b>Key Dates</b>		4					
TUT-MST-1010	Engineering Design Completion	1					
TUT-MST-1020	Procurement & Onshore Construction Completion	1					
TUT-MST-1030	Pipeline Installation Completion	1					
TUT-MST-1040	Project Completion	1					
<b>Kick-off Documentation</b>		3					
TUT-PRJ-1000	Prepare & Issue Key QA Documents	1					
TUT-PRJ-1010	Prepare & Issue Key HSE Documents	1					
TUT-PRJ-1020	Prepare & Issue Key Project Controls Documents	1					
<b>Engineering</b>		7					
<b>Pipeline Design</b>		4					
TUT-ENG-1000	Prepare & Issue Pipeline Design Premise	1					
TUT-ENG-1010	Prepare & Issue Pipeline Corrosion Design Report	1					
TUT-ENG-1020	Prepare & Issue Pipeline Pipeline Expansion Report	1					
TUT-ENG-1030	Prepare & Issue Pipeline Wall Thickness Report	1					
<b>Construction &amp; Installation Procedures</b>		3					
TUT-ENG-1040	Prepare & Issue Pipeline Installation Analysis	1					
TUT-ENG-1050	Prepare & Issue Pipeline Installation Procedure	1					
TUT-ENG-1060	Prepare & Issue Pipeline Installation As-Built Report	1					
<b>Procurement &amp; Onshore Construction</b>		3					
TUT-PRC-1000	Negotiate & Award Linepipes Procurement & Coating Subcontract	1					
TUT-PRC-1010	Prepare & Issue Linepipes Procurement & Coating Subcontract	1					

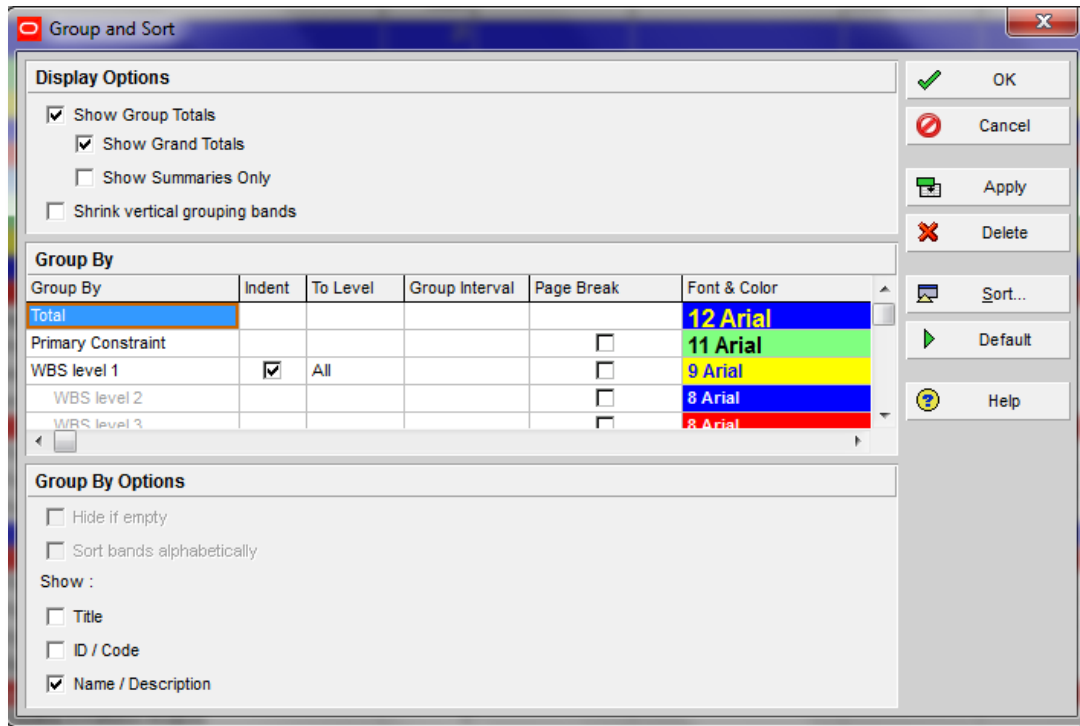
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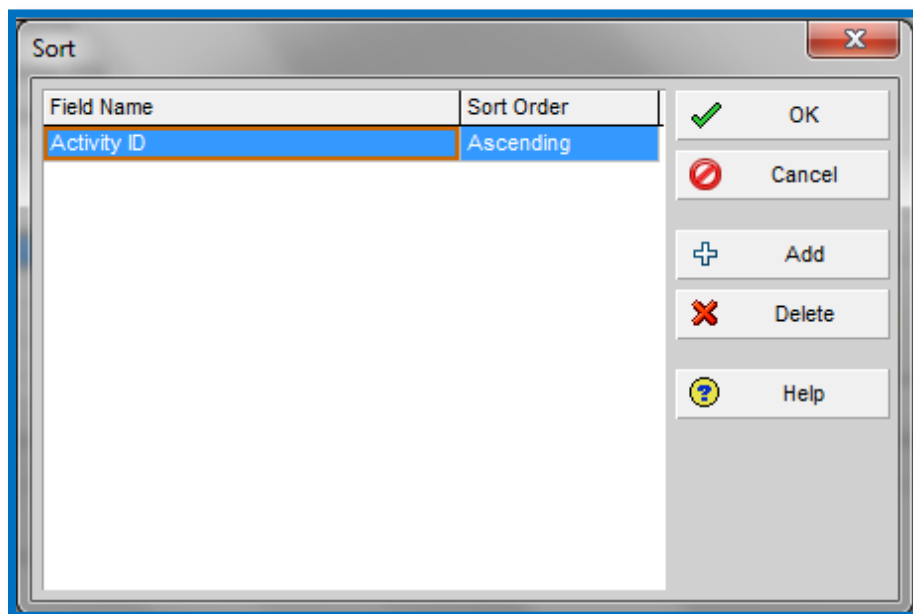


## How to Build this Layout

### Grouping



### Sorting



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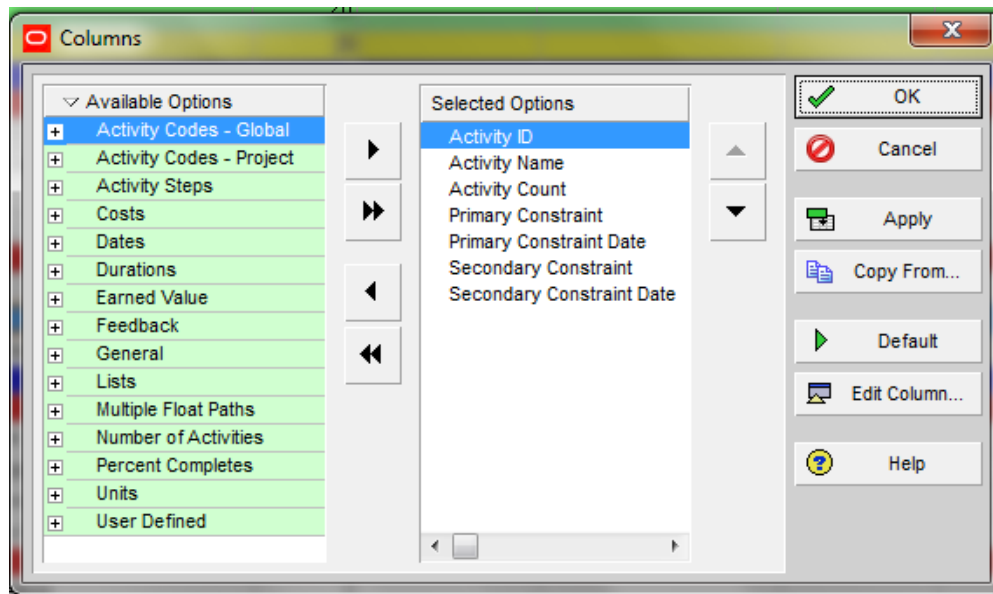


## Filters

No filter is applied in this layout so that all activities are displayed.



## Columns



- **Activity ID & Activity Name:** Required to identify activities
- **Activity Count:** Optional field used to count total number of activities with a type of constraint
- **Primary Constraint & Primary Constraint Date:** Despite grouping activities by Primary Constraint, Primary Constraint field is still required in layout so that if an activity has been wrongly assigned a constraint, this can easily be changed

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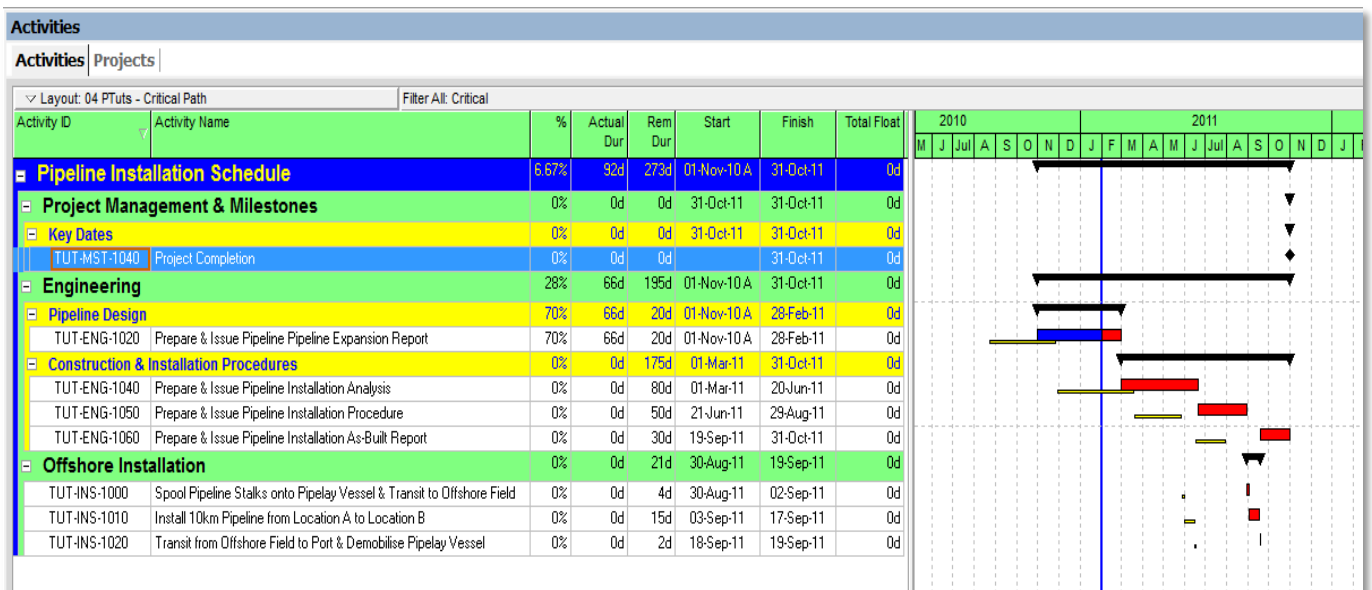


## Layout 4: Analysing Critical Path

When presenting schedules, one of the key dates everyone is interested to know is the Project Finish Date. It is therefore important to always keep an eye on activities that influence the Project Finish Date and these activities follow a logic path called, Critical Path.

The layout I use for analysing Critical Path in schedules is shown below. This layout is **grouped by WBS and sorted by Activity ID**.

The default Critical filter that comes with P6 is selected when using this layout so that only activities that meet the criteria defined in this filter are displayed. This filter uses the definition of Critical Activities from Project Settings (by default, this is Total Float less than or equal to 0).



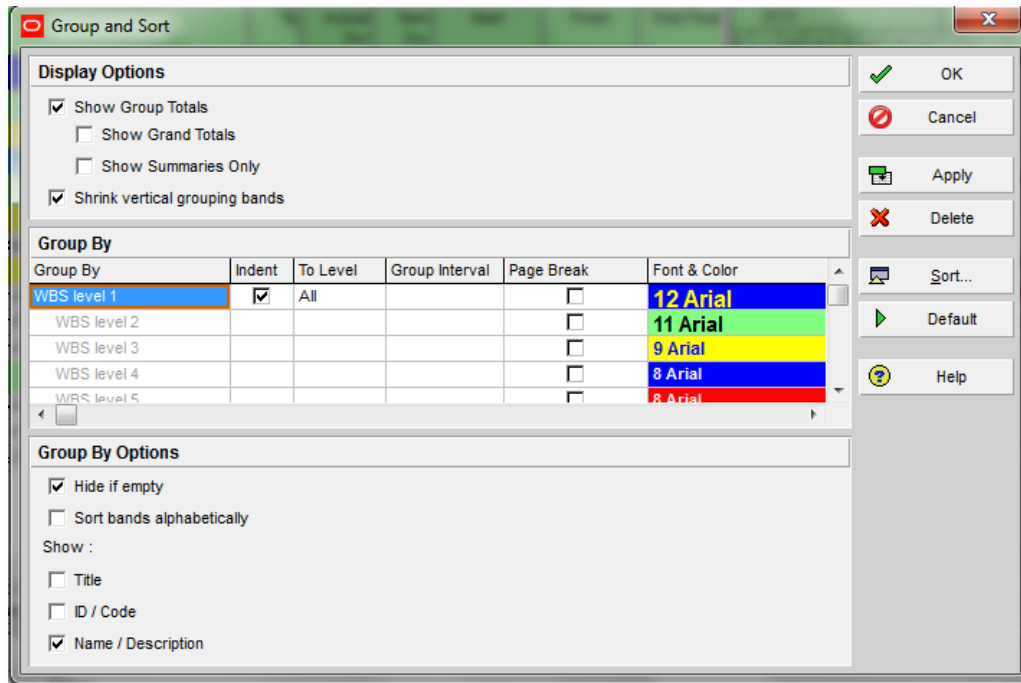
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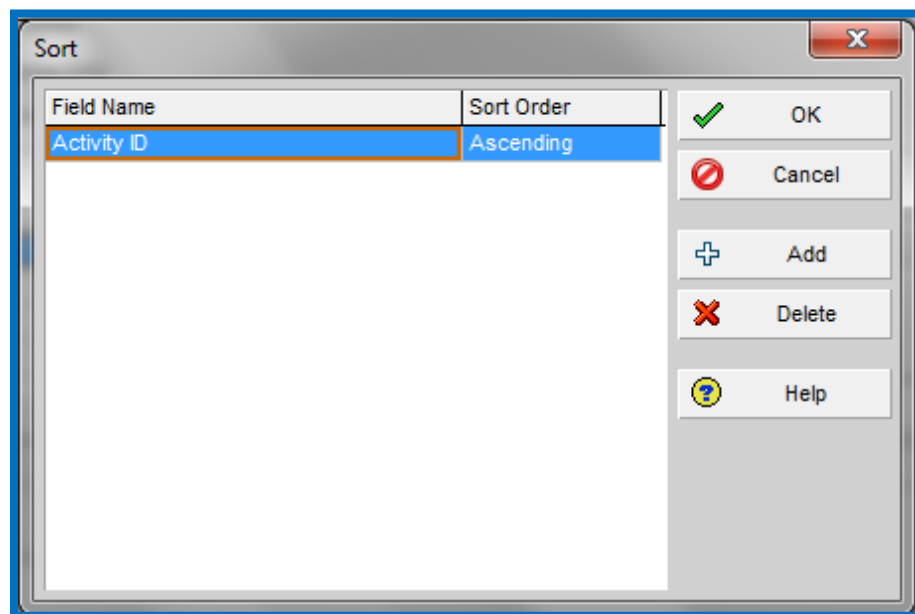


## How to Build this Layout

### Grouping



### Sorting



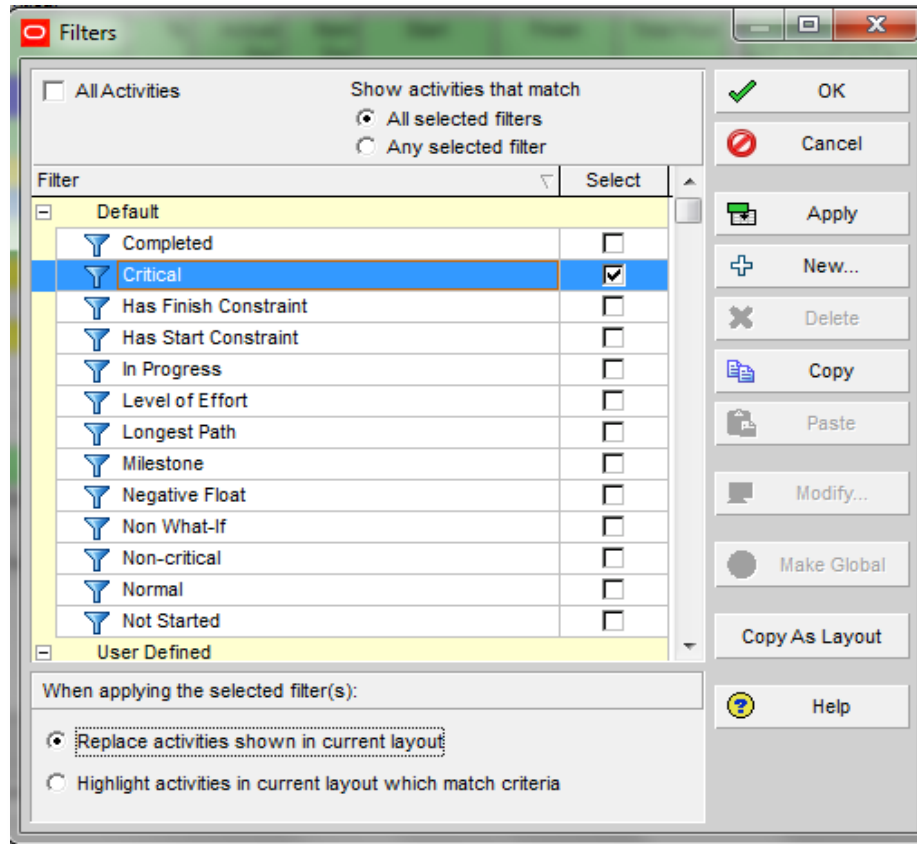
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## Filters

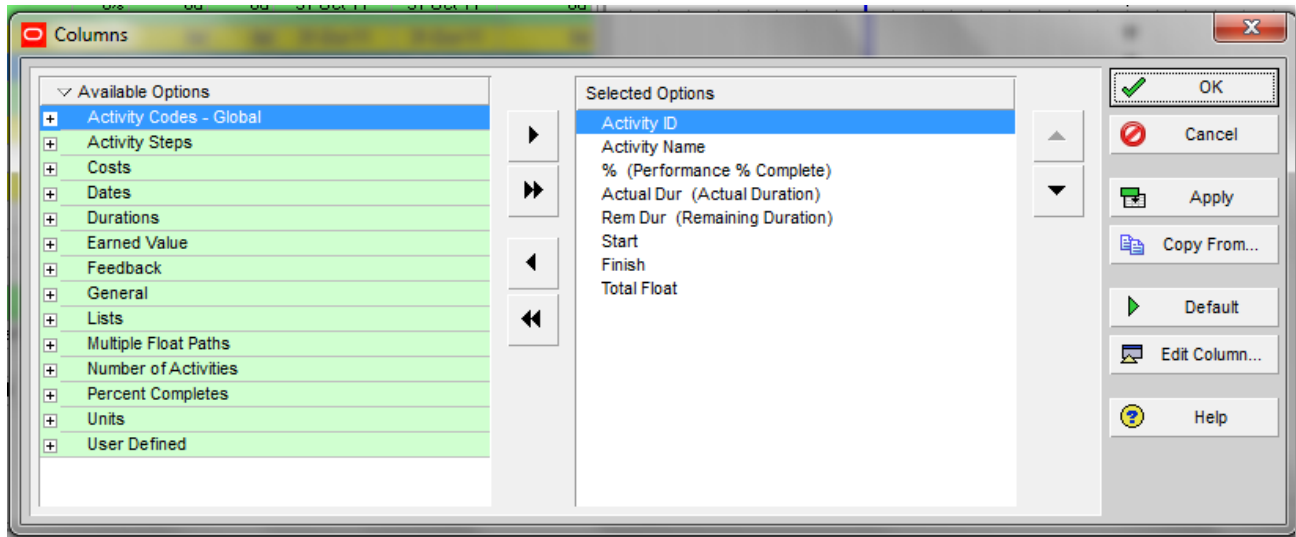


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## Columns



- **Activity ID & Activity Name:** Required to identify activities
- **Performance % Complete:** Required so that current progress status is displayed
- **Actual Duration & Remaining Duration:** Required so that actual time spent on activity and amount of time still to be spent on activity is displayed
- **Start Date & Finish Date:** Required so that start and finish dates of activity are displayed
- **Total Float:** Required so that level of criticality of activity (based on defined criteria) is displayed

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## Layout 5: Analysing Milestones

Milestones are **key events in a project** and most times, planners and schedulers are required to report against key milestones to senior management. Therefore, when building schedules, it is important to make sure you have got the right milestones in the schedule and to ensure that the Activity Type assigned to the milestone is correct.

The layout I use for analysing Milestones in schedules is shown below. This layout is **grouped by Activity Type >> WBS** and **sorted by Activity ID**.

The Milestone filter is selected when using this layout so that only activities with a Start Milestone or Finish Milestone Activity Types are displayed.

Activities						
Activities   Projects						
Layout: 05 PTuts - Project Milestones			Filter All: Milestone			
Activity ID	Activity Name	Activity Count	Activity Type	Start	Finish	
<b>Finish Milestone</b>		4		26-Nov-10	29-Jul-11	
Pipeline Installation Schedule - B1		4		26-Nov-10	29-Jul-11	
Project Management & Milestones		4		26-Nov-10	29-Jul-11	
Key Dates		4		26-Nov-10	29-Jul-11	
TUT-MST-1010	Engineering Design Completion	1	Finish Milestone		26-Nov-10	
TUT-MST-1020	Procurement & Onshore Construction Completion	1	Finish Milestone		23-May-11	
TUT-MST-1030	Pipeline Installation Completion	1	Finish Milestone		15-Jun-11	
TUT-MST-1040	Project Completion	1	Finish Milestone		29-Jul-11	
<b>Start Milestone</b>		1		07-Jun-10	07-Jun-10	
Pipeline Installation Schedule - B1		1		07-Jun-10	07-Jun-10	
Project Management & Milestones		1		07-Jun-10	07-Jun-10	
Key Dates		1		07-Jun-10	07-Jun-10	
TUT-MST-1000	Effective Date	1	Start Milestone	07-Jun-10*		

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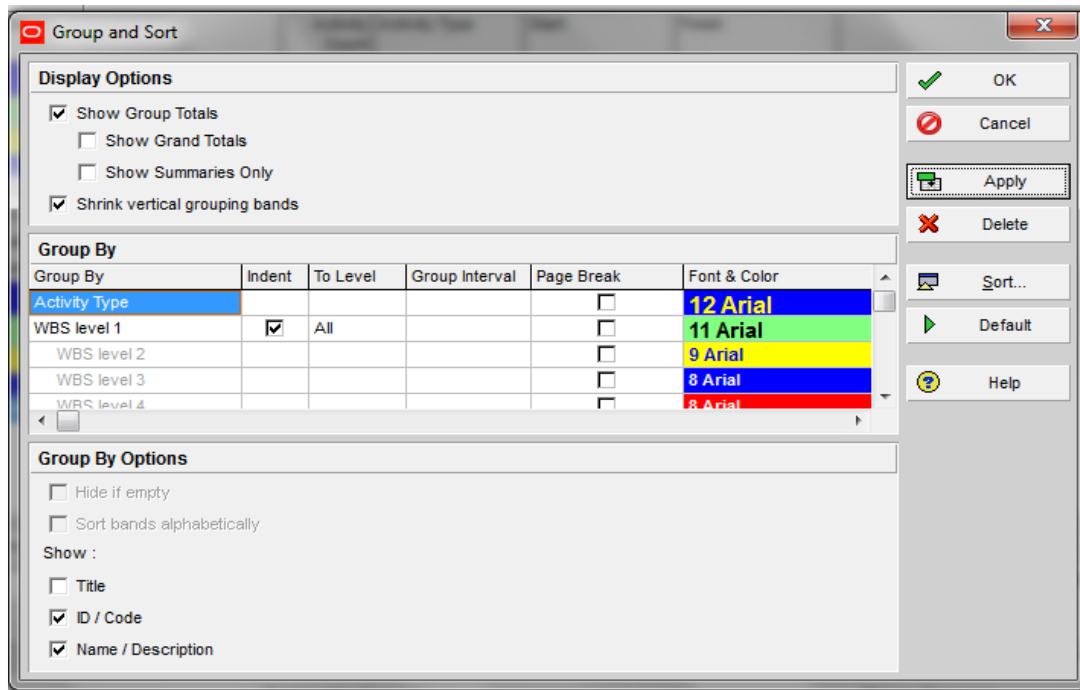




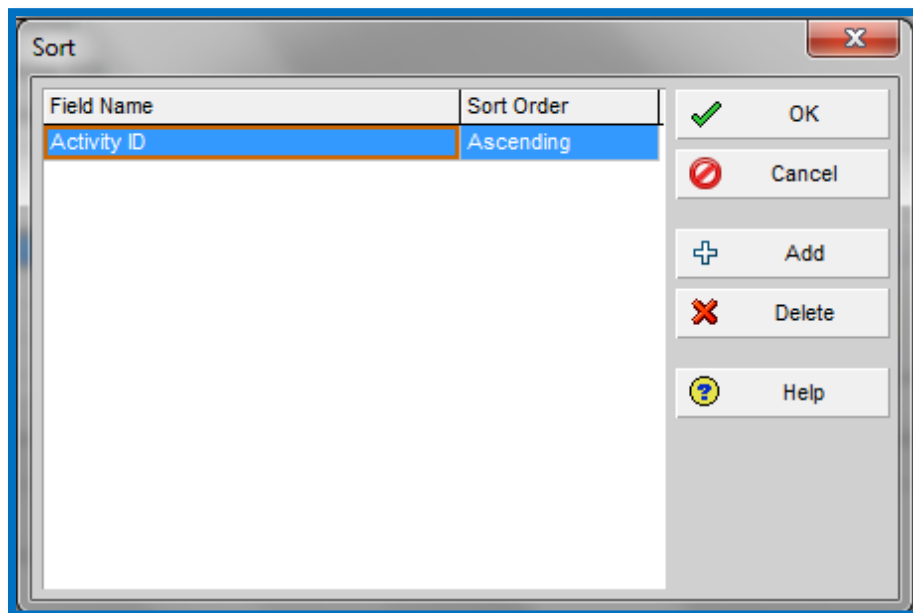
## How to Build this Layout

### Grouping

We use 2 levels of grouping here - first by Activity Type, then by WBS.



### Sorting

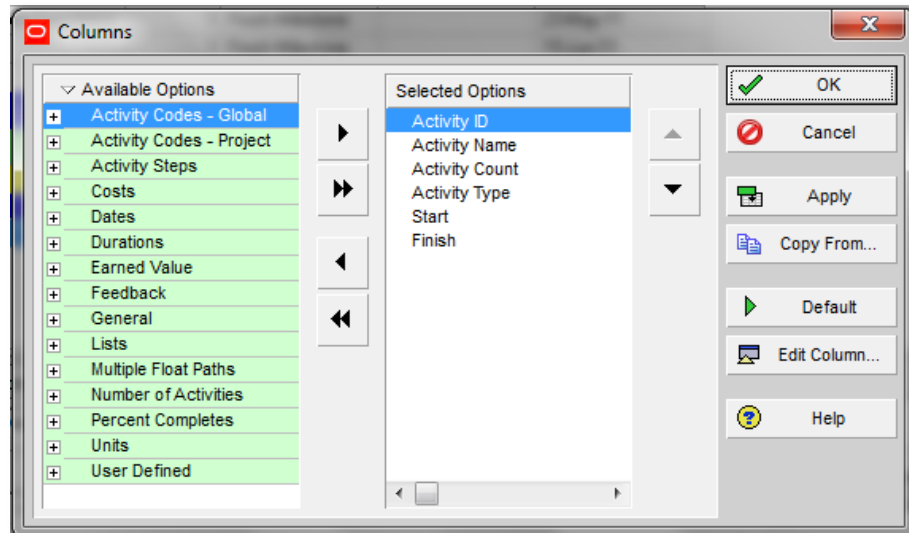


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## Columns



- **Activity ID & Activity Name:** Required to identify activities
- **Activity Count:** Optional field used to count total number of activities that are either Start or Finish Milestones
- **Activity Type:** Despite grouping activities by Activity Type, Activity Type field is still required in layout so that if a milestone has the wrong Activity Type, this can easily be changed
- **Star & Finish Dates:** Required to display the constrained or logic driven dates of the milestone

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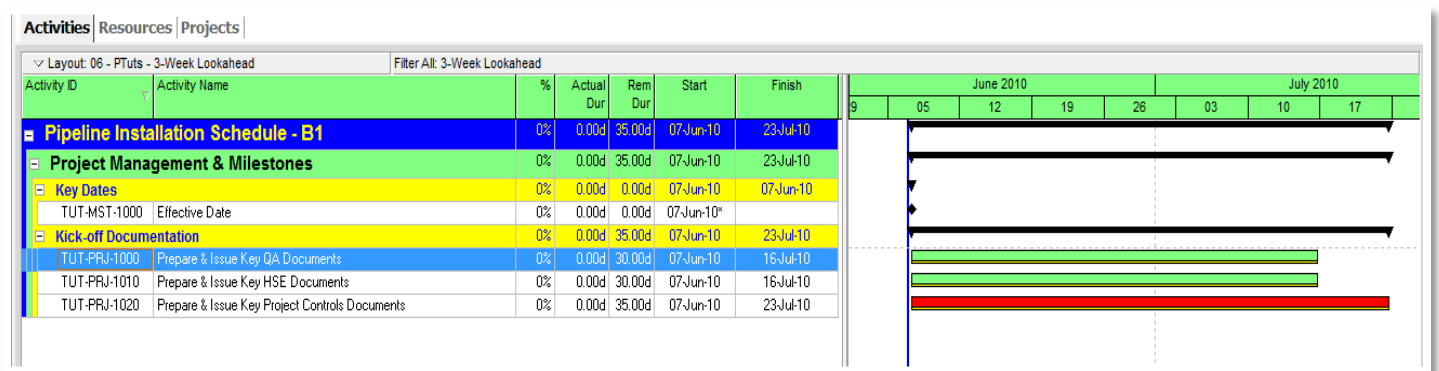




## Layout 6: Lookahead

Project Managers like to focus on upcoming project activities and a lookahead schedule helps to highlight these upcoming activities. Let's assume we want to focus on activities taking place within 3 weeks of the reporting period cut-off date then a 3-week lookahead schedule layout will be required.

The layout I use in lookahead schedule is shown below and this layout is **grouped by WBS** and **sorted by Activity ID**.



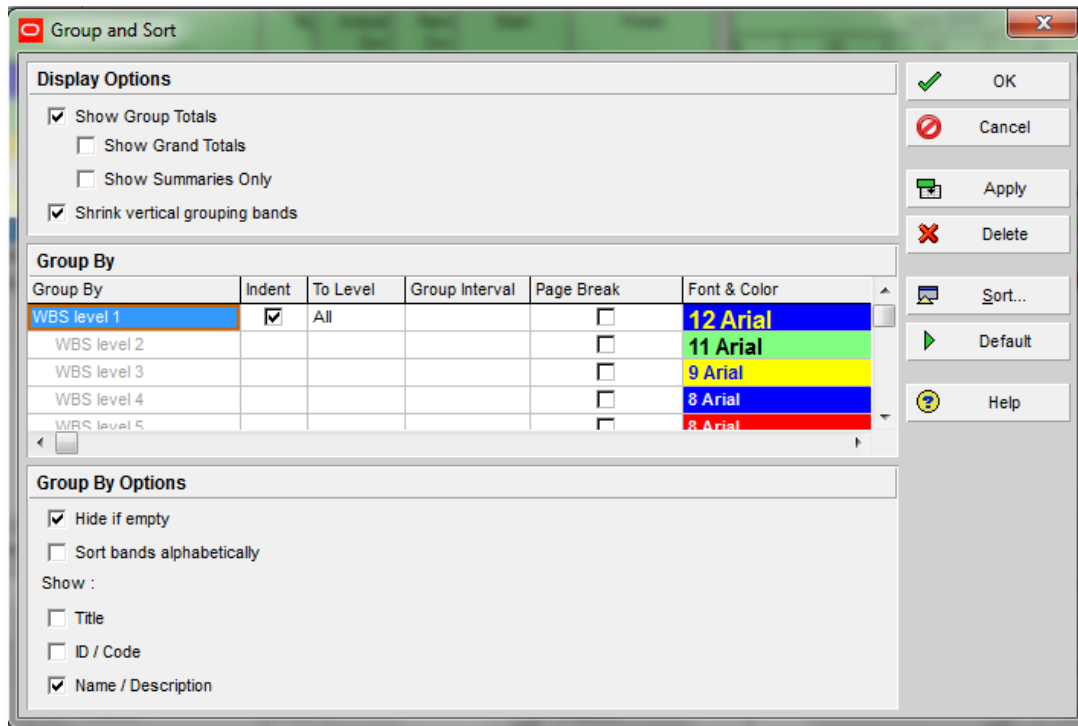
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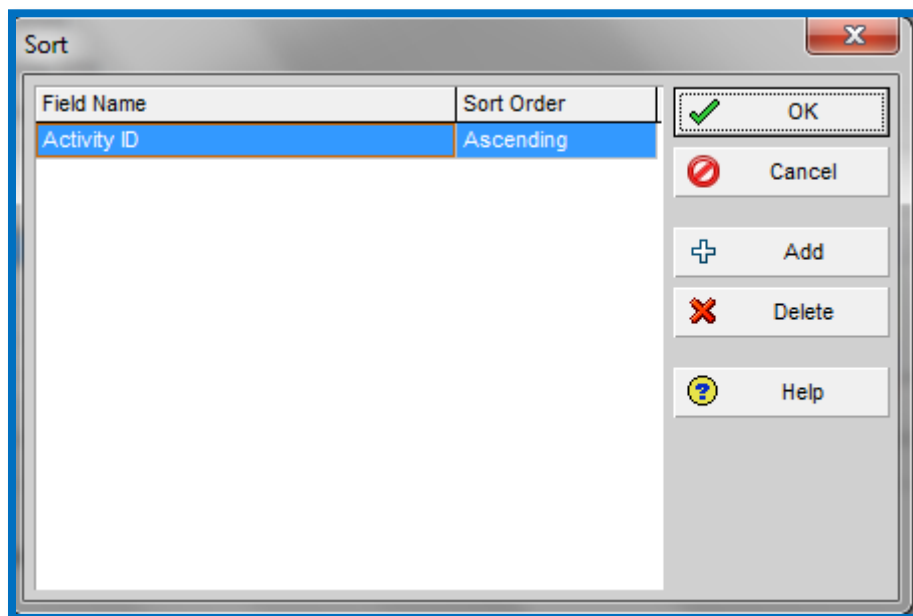


## How to Build this Layout

### Grouping



### Sorting



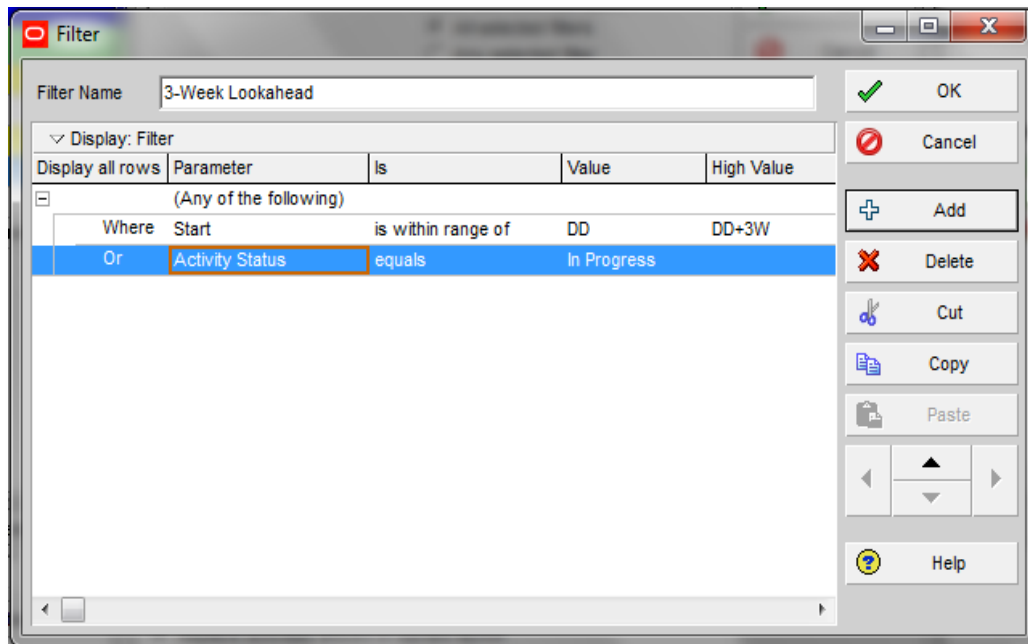
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## Filters

A key element of this layout is the filter that is applied which restricts the activities displayed to those taking place within 3 weeks of the data date AND we include any activities that are still in progress. \*NOTE: make sure to set the **Parameter** column to “**Any of the following**”.



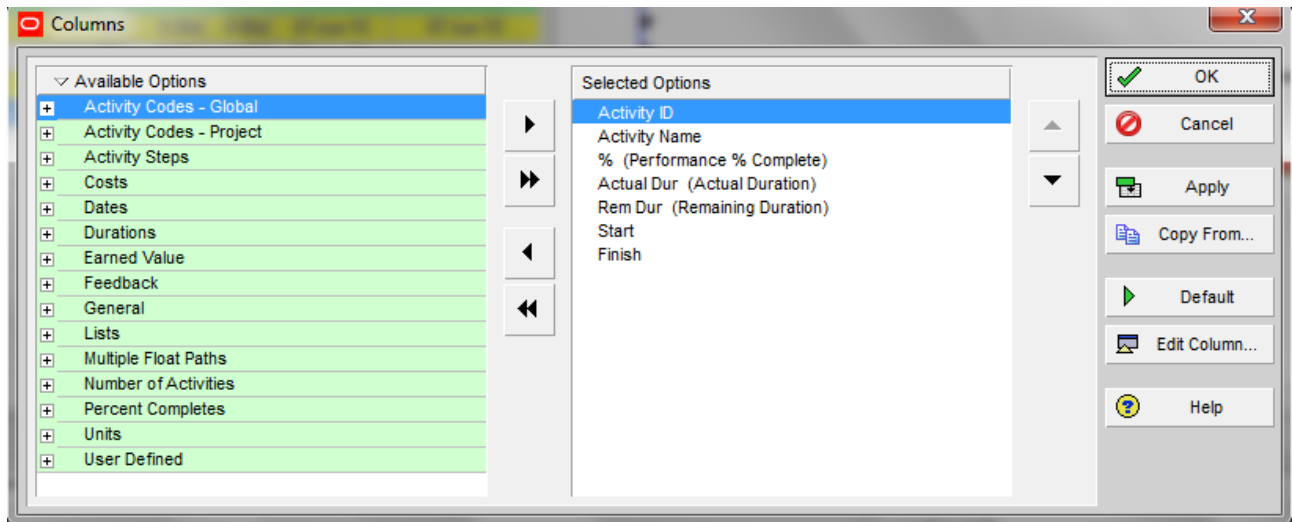
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## Columns



- **Activity ID & Activity Name:** Required to identify activities
- **Performance % Complete:** Required to show status of activities
- **Actual Duration:** Required to show how many days have been spent on activities
- **Remaining Duration:** Required to show how many days still to be spent on the activities
- **Start:** Required to show actual or forecast start date of activities
- **Finish:** Required to show actual or forecast finish date of activities

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## Layout 7: Baseline Comparison

A key aspect of the job of a Project Planner is to monitor how the project is performing against the project baseline schedule.

The layout I use for comparing the project against baseline is shown below. This layout is grouped by WBS and sorted by Activity ID.

Layout: 07 - PTuts - Baseline Comparison		Filter: All Activities										
Activity ID	Activity Name	%	At Completion Dur	Start	Finish	Baseline %	Baseline Dur	Baseline Start	Baseline Finish	Dur Var	Start Var	Finish Var
<b>Pipeline Installation Schedule</b>		19.75%	512.00d	07-Jun-10 A	31-Oct-11	32.33%	418.00d	07-Jun-10	29-Jul-11	-94.00d	0.00d	-94.00d
<b>Project Management &amp; Milestones</b>		100%	512.00d	07-Jun-10 A	31-Oct-11	100%	418.00d	07-Jun-10	29-Jul-11	-94.00d	0.00d	-94.00d
<b>Key Dates</b>		0%	512.00d	07-Jun-10 A	31-Oct-11	0%	418.00d	07-Jun-10	29-Jul-11	-94.00d	0.00d	-94.00d
TUT-MST-1000	Effective Date	100%	0.00d	07-Jun-10 A		100%	0.00d	07-Jun-10		0.00d	0.00d	0.00d
TUT-MST-1010	Engineering Design Completion	0%	0.00d		28-Feb-11	100%	0.00d		26-Nov-10	0.00d	-66.00d	-66.00d
TUT-MST-1020	Procurement & Onshore Construction Completion	0%	0.00d		25-Aug-11	0%	0.00d		23-May-11	0.00d	-94.00d	-94.00d
TUT-MST-1030	Pipeline Installation Completion	0%	0.00d		17-Sep-11	0%	0.00d		15-Jun-11	0.00d	-94.00d	-94.00d
TUT-MST-1040	Project Completion	0%	0.00d		31-Oct-11	0%	0.00d		29-Jul-11	0.00d	-66.00d	-66.00d
<b>Kick-off Documentation</b>		100%	60.00d	07-Jun-10 A	30-Aug-10 A	100%	35.00d	07-Jun-10	23-Jul-10	-25.00d	0.00d	-25.00d
TUT-PRJ-1000	Prepare & Issue Key QA Documents	100%	39.00d	07-Jun-10 A	30-Jul-10 A	100%	30.00d	07-Jun-10	16-Jul-10	-9.00d	0.00d	-9.00d
TUT-PRJ-1010	Prepare & Issue Key HSE Documents	100%	54.00d	07-Jun-10 A	20-Aug-10 A	100%	30.00d	07-Jun-10	16-Jul-10	-24.00d	0.00d	-24.00d
TUT-PRJ-1020	Prepare & Issue Key Project Controls Documents	100%	60.00d	07-Jun-10 A	30-Aug-10 A	100%	35.00d	07-Jun-10	23-Jul-10	-25.00d	0.00d	-25.00d
<b>Engineering</b>		59%	300.88d	06-Sep-10 A	31-Oct-11	79.58%	264.88d	26-Jul-10	29-Jul-11	-36.00d	-30.00d	-66.00d
<b>Pipeline Design</b>		84.29%	126.00d	06-Sep-10 A	28-Feb-11	100%	90.00d	26-Jul-10	26-Nov-10	-36.00d	-30.00d	-66.00d
TUT-ENG-1000	Prepare & Issue Pipeline Design Premise	100%	39.00d	06-Sep-10 A	29-Oct-10 A	100%	20.00d	26-Jul-10	20-Aug-10	-19.00d	-30.00d	-49.00d
TUT-ENG-1010	Prepare & Issue Pipeline Corrosion Design Report	90%	76.00d	01-Nov-10 A	14-Feb-11	100%	60.00d	23-Aug-10	12-Nov-10	-16.00d	-50.00d	-66.00d
TUT-ENG-1020	Prepare & Issue Pipeline Pipeline Expansion Report	70%	86.00d	01-Nov-10 A	28-Feb-11	100%	70.00d	23-Aug-10	26-Nov-10	-16.00d	-50.00d	-66.00d
TUT-ENG-1030	Prepare & Issue Pipeline Wall Thickness Report	85%	81.00d	01-Nov-10 A	21-Feb-11	100%	60.00d	23-Aug-10	12-Nov-10	-21.00d	-50.00d	-71.00d
<b>Construction &amp; Installation Procedures</b>		0%	174.88d	01-Mar-11	31-Oct-11	31.94%	174.88d	29-Nov-10	29-Jul-11	0.00d	-66.00d	-66.00d
TUT-ENG-1040	Prepare & Issue Pipeline Installation Analysis	0%	80.00d	01-Mar-11	20-Jun-11	57.5%	80.00d	29-Nov-10	18-Mar-11	0.00d	-66.00d	-66.00d
TUT-ENG-1050	Prepare & Issue Pipeline Installation Procedure	0%	50.00d	21-Jun-11	29-Aug-11	0%	50.00d	21-Mar-11	27-May-11	0.00d	-66.00d	-66.00d
TUT-ENG-1060	Prepare & Issue Pipeline Installation As-Built Report	0%	30.00d	19-Sep-11	31-Oct-11	0%	30.00d	17-Jun-11	29-Jul-11	0.00d	-66.00d	-66.00d
<b>Procurement &amp; Onshore Construction</b>		0%	178.00d	01-Mar-11	25-Aug-11	24.77%	176.00d	29-Nov-10	23-May-11	-2.00d	-92.00d	-94.00d
TUT-PRC-1000	Negotiate & Award Linepipes Procurement & Coating Subcc	0%	20.00d	01-Mar-11	28-Mar-11	100%	20.00d	29-Nov-10	24-Dec-10	0.00d	-66.00d	-66.00d
TUT-PRC-1010	Procure & Coat Linepipes	0%	120.00d	29-Mar-11	26-Jul-11	31.67%	120.00d	25-Dec-10	23-Apr-11	0.00d	-94.00d	-94.00d
TUT-PRC-1020	Weld Linepipes into Pipeline Stalks	0%	30.00d	27-Jul-11	25-Aug-11	0%	30.00d	24-Apr-11	23-May-11	0.00d	-94.00d	-94.00d
<b>Offshore Installation</b>		0%	21.00d	30-Aug-11	19-Sep-11	0%	21.00d	28-May-11	17-Jun-11	0.00d	-94.00d	-94.00d

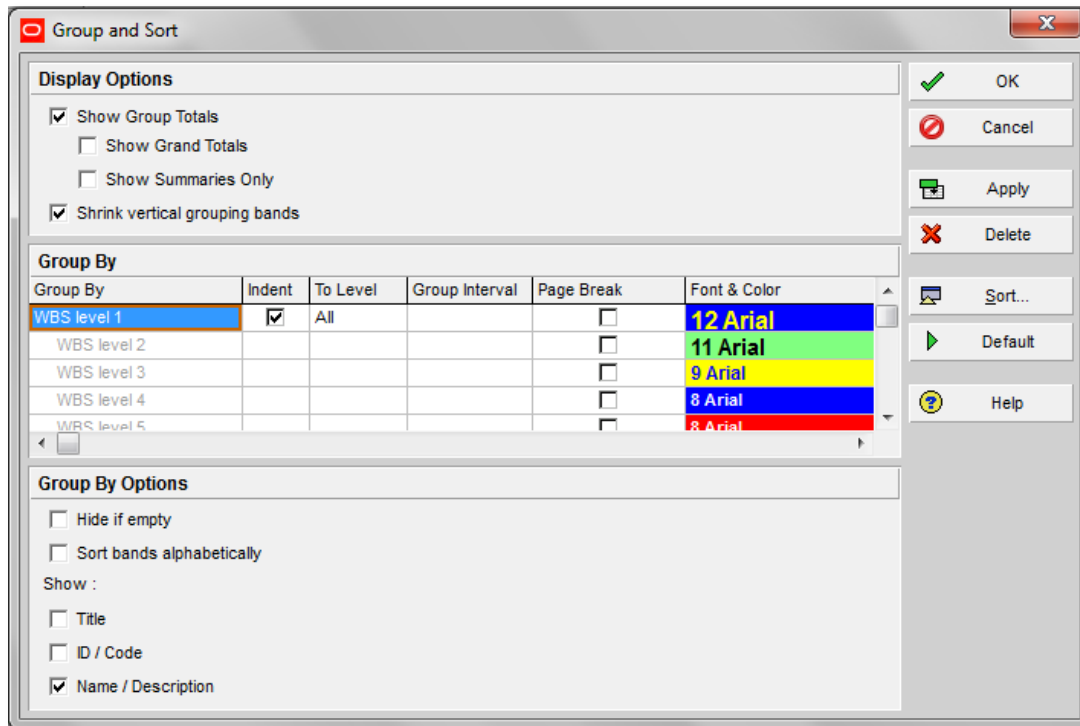
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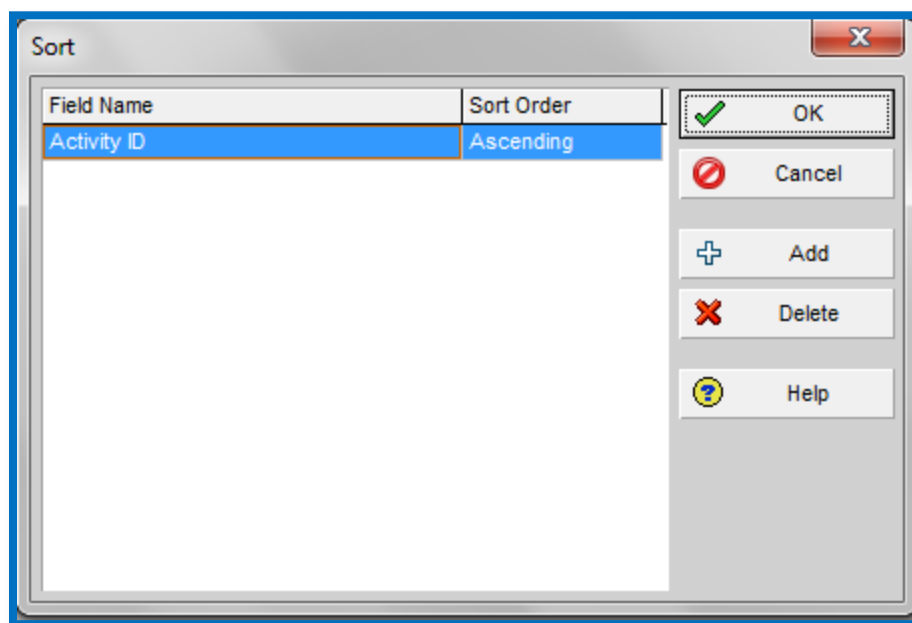


## How to Build this Layout

### Grouping



### Sorting



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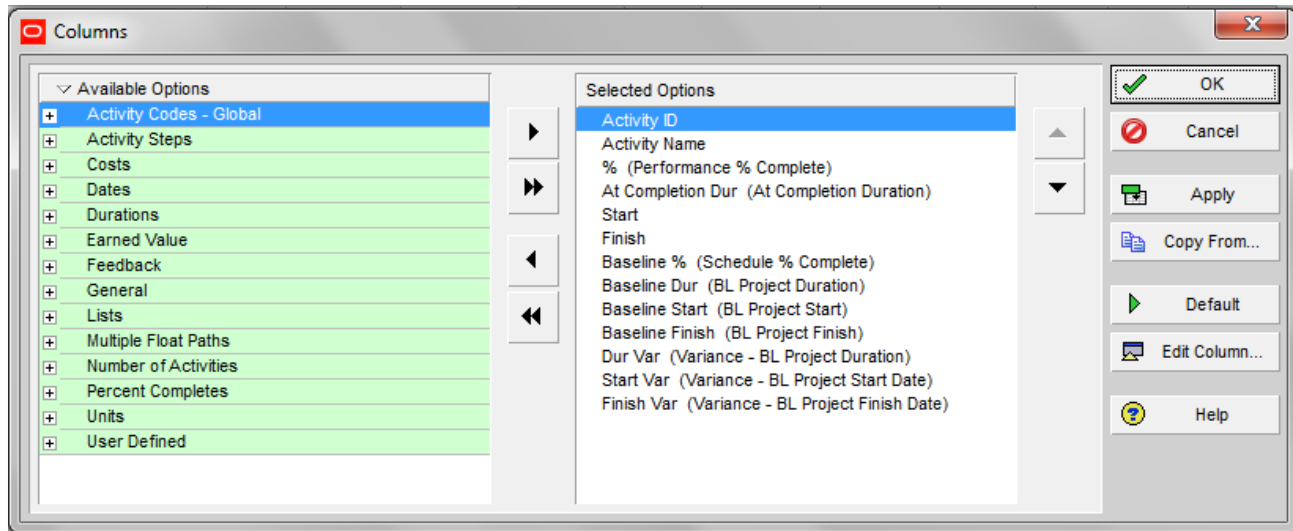


## Filters

No filter is applied in this layout so that all activities are displayed.

Filter: All Activities

## Columns



- **Activity ID & Activity Name:** Required to identify activities
- **Performance % Complete:** Required to show activities % complete status
- **At Completion Duration:** Required to show actual or forecast duration of activities
- **Start:** Required to show actual or forecast start date of activities
- **Finish:** Required to show actual or forecast finish date of activities
- **Schedule % Complete:** Required to show baseline % complete status of activities
- **BL Project Duration:** Required to show baseline duration of activities
- **BL Project Start:** Required to show baseline start date of activities
- **BL Project Finish:** Required to show baseline finish date of activities
- **Variance – BL Project Duration**
- **Variance – BL Project Start Date**
- **Variance – BL Project Finish Date**

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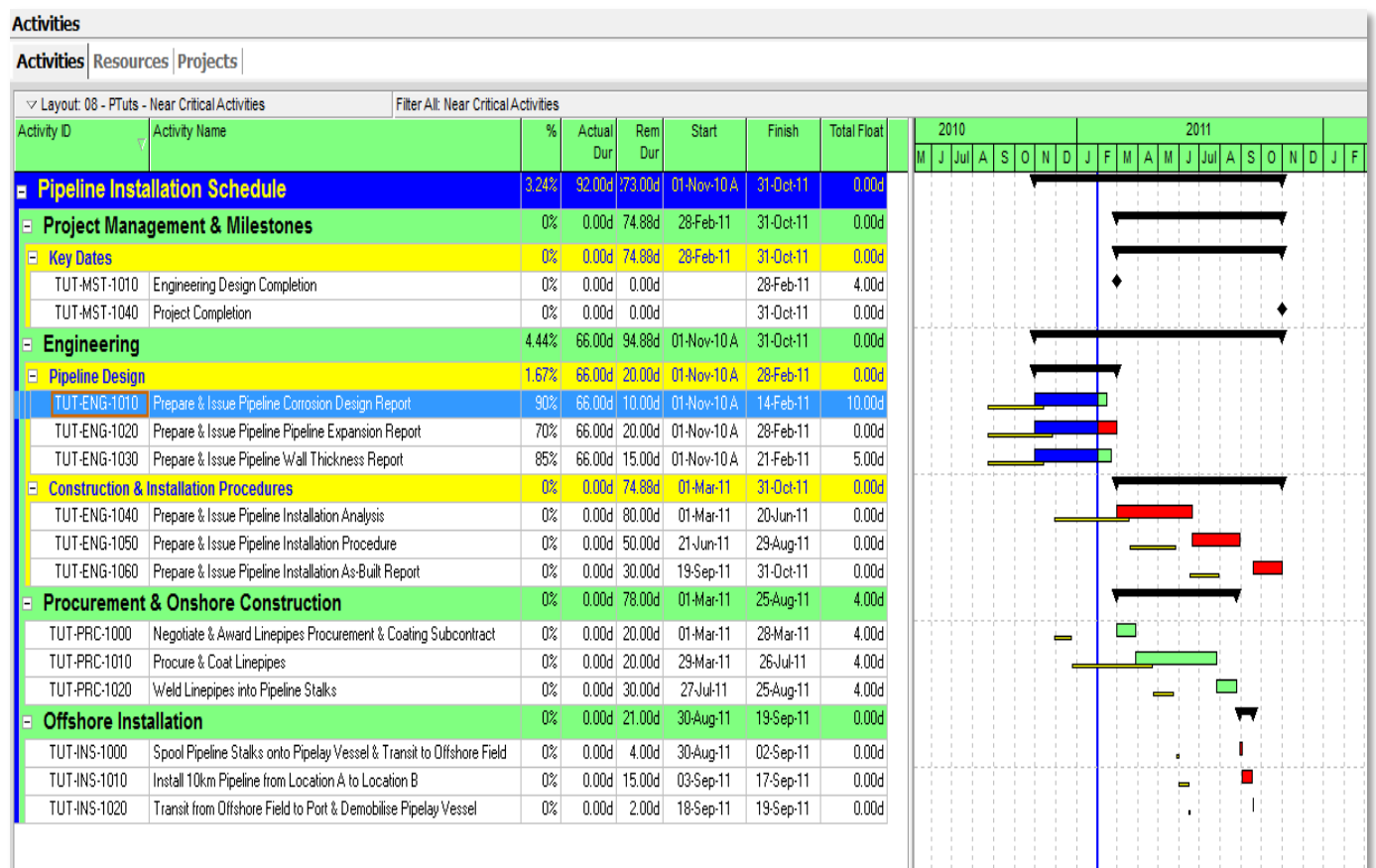




## Layout 8: Near-Critical Activities

In Layout 4, I showed the layout I use to display activities on the critical path. In addition to those activities on the critical path, I also like to keep an eye on activities that are almost critical (because they have a small value for Total Float) by looking for activities with Total Float less than or equal to 10d.

The layout I use for reviewing “Near-Critical Activities” in schedules is shown below. This layout is **grouped by WBS and sorted by Activity ID**.



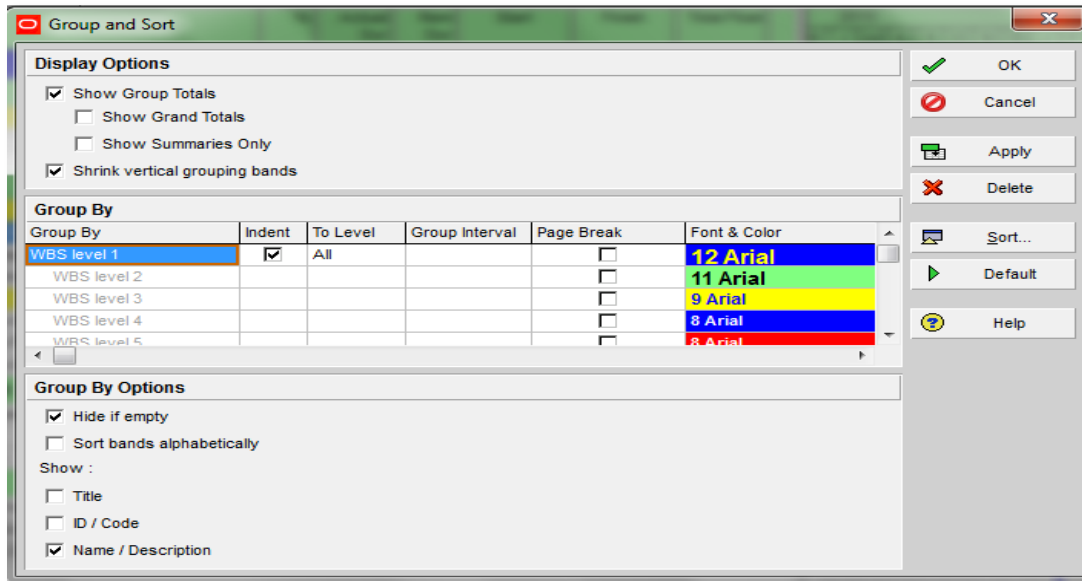
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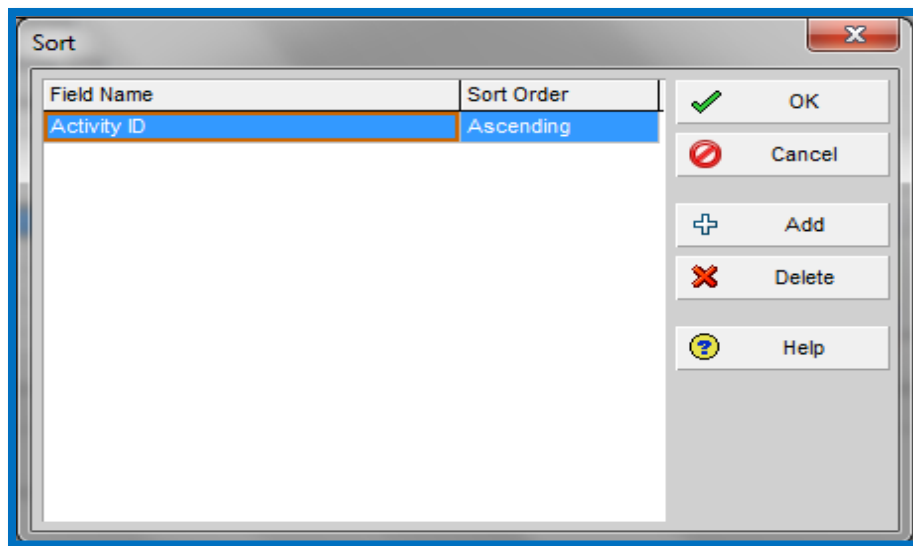


## How to Build this Layout

### Grouping



### Sorting

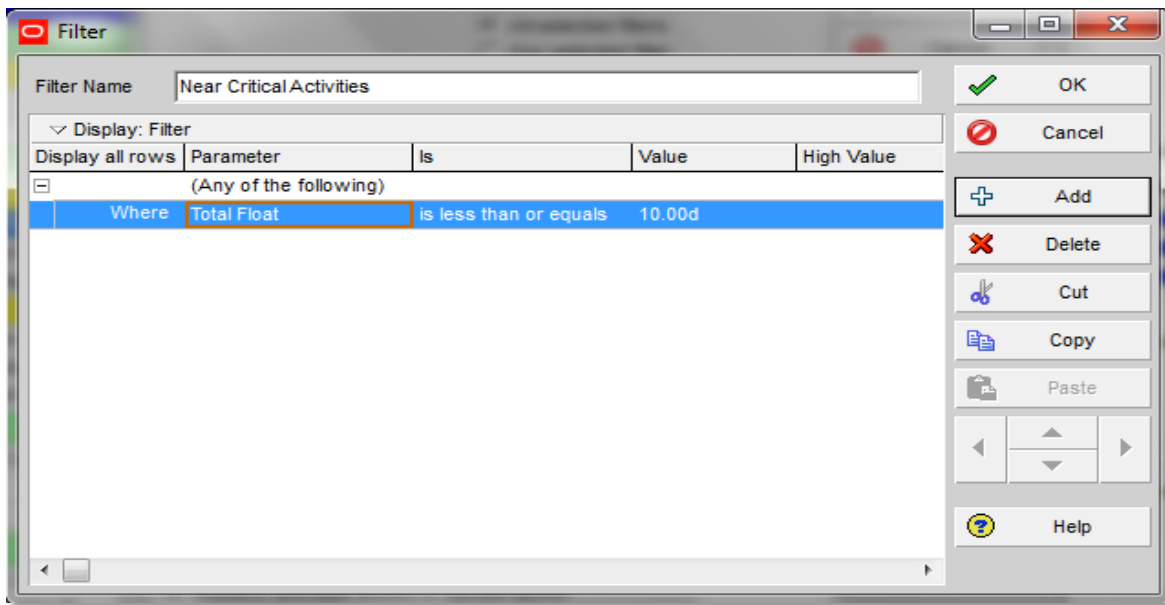


### Filters

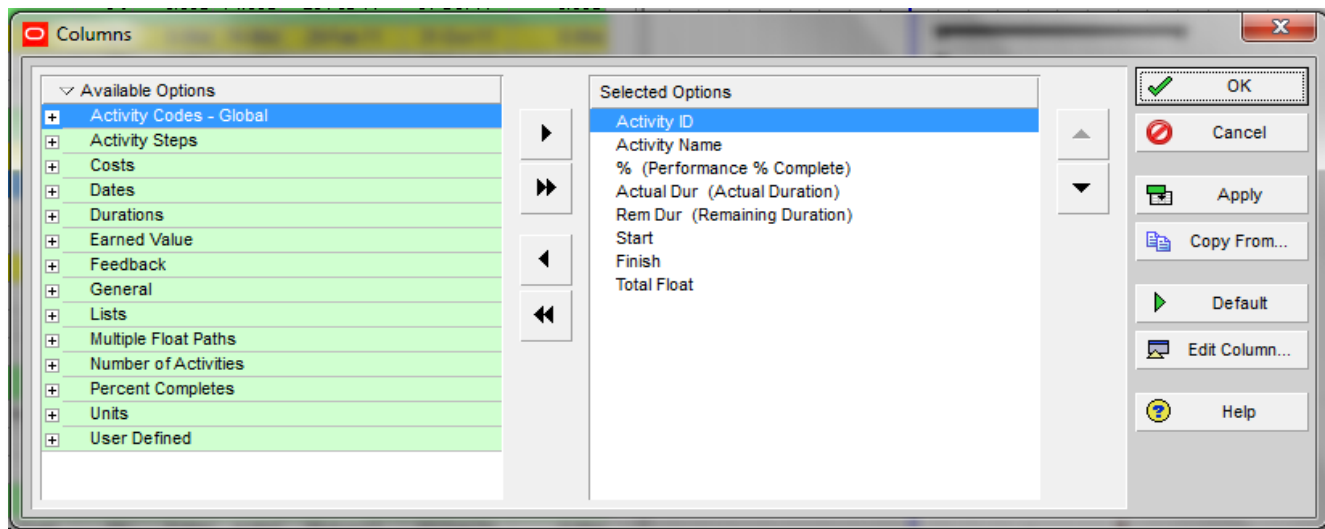
The custom filter applied in this layout to display activities with Total Float of less than or equal to 10d is shown here.

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## Columns



- **Activity ID & Activity Name:** Required to identify activities
- **Performance % Complete:** Required to show status of activities
- **Actual Duration:** Required to show how many days have been spent on activities
- **Remaining Duration:** Required to show how many days still to be spent on activities
- **Start:** Required to show actual or forecast start date of activities
- **Finish:** Required to show actual or forecast finish date of activities
- **Total Float:** Required to ensure that activities displayed all have Total Float of less than or equal to 10d

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## Layout 9: Assigning Resources

When assigning resources to activities in a schedule, the layout I use is shown below. **An important part of this layout is the Resources tab in the Details pane** which I use to assign resources.

This layout is **grouped by WBS** and **sorted by Activity ID**.

**Activities**

Activities | Resources | Projects

Layout: 09 - PTuts - Resourcing Filter: All Activities

Activity ID	Activity Name	%	At Completion	Dur	Start	Finish	Budgeted Labor Cost	Budgeted Total Cost
TUT-MST-1040	Project Completion	0%	0.00d		29-Jul-11		£0	£0
<b>▢ Kick-off Documentation</b>								
TUT-PRJ-1000	Prepare & Issue Key QA Documents	0%	30.00d		07-Jun-10	23-Jul-10	£11,250	£11,250
TUT-PRJ-1010	Prepare & Issue Key HSE Documents	0%	30.00d		07-Jun-10	16-Jul-10	£2,700	£2,700
TUT-PRJ-1020	Prepare & Issue Key Project Controls Documents	0%	35.00d		07-Jun-10	23-Jul-10	£3,150	£3,150
<b>▢ Engineering</b>								
<b>▢ Pipeline Design</b>								
TUT-ENG-1000	Prepare & Issue Pipeline Design Premise	0%	20.00d		26-Jul-10	20-Aug-10	£5,600	£5,600
TUT-ENG-1010	Prepare & Issue Pipeline Corrosion Design Report	0%	60.00d		23-Aug-10	12-Nov-10	£4,200	£4,200
TUT-ENG-1020	Prepare & Issue Pipeline Pipeline Expansion Report	0%	70.00d		23-Aug-10	26-Nov-10	£7,350	£7,350
TUT-ENG-1030	Prepare & Issue Pipeline Wall Thickness Report	0%	60.00d		23-Aug-10	12-Nov-10	£6,300	£6,300
<b>▢ Construction &amp; Installation Procedures</b>								
TUT-ENG-1040	Prepare & Issue Pipeline Installation Analysis	0%	80.00d		29-Nov-10	18-Mar-11	£38,400	£38,400
TUT-ENG-1050	Prepare & Issue Pipeline Installation Procedure	0%	50.00d		21-Mar-11	27-May-11	£24,000	£24,000
TUT-ENG-1060	Prepare & Issue Pipeline Installation As-Built Report	0%	30.00d		17-Jun-11	29-Jul-11	£14,400	£14,400
<b>▢ Procurement &amp; Onshore Construction</b>								

General | Status | Resources | Codes | Expenses | Summary | Relationships

Activity: TUT-ENG-1000 Prepare & Issue Pipeline Design Premise Project: TUT01-Resourced

Resource Name	Remaining Units / Time	Price / Unit	Budgeted Units	Actual Units	Remaining Units	Budgeted Cost	Actual Cost	Remaining Cost
Jason McCoy	8.00/d	£20/h	160.00	0.00	160.00	£3,200	£0	£3,200
Kevin Moore	8.00/d	£15/h	160.00	0.00	160.00	£2,400	£0	£2,400

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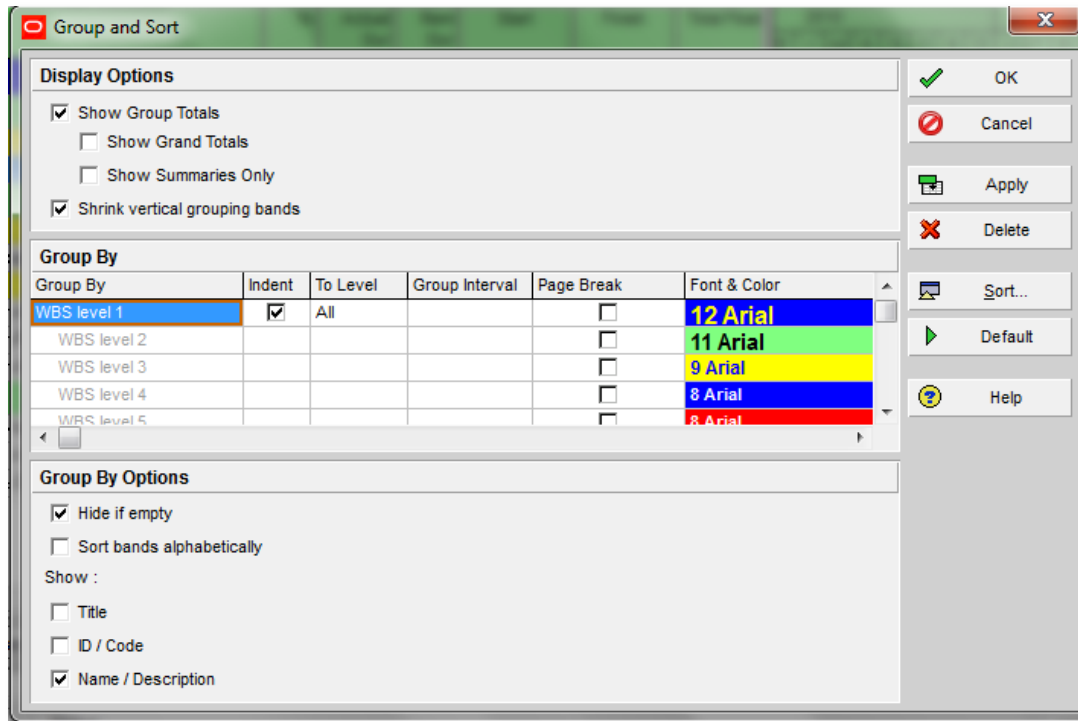




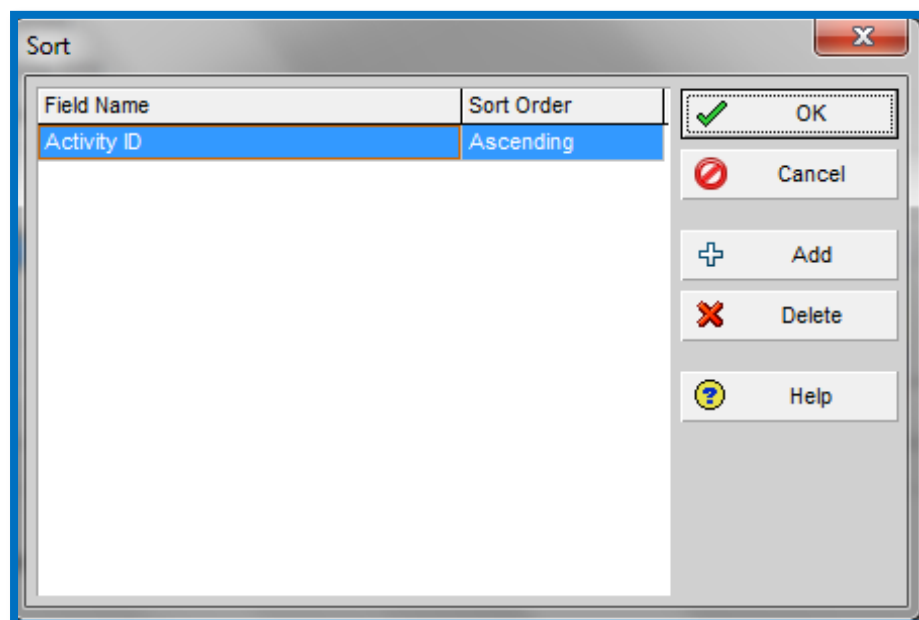


## How to Build this Layout

### Grouping



### Sorting



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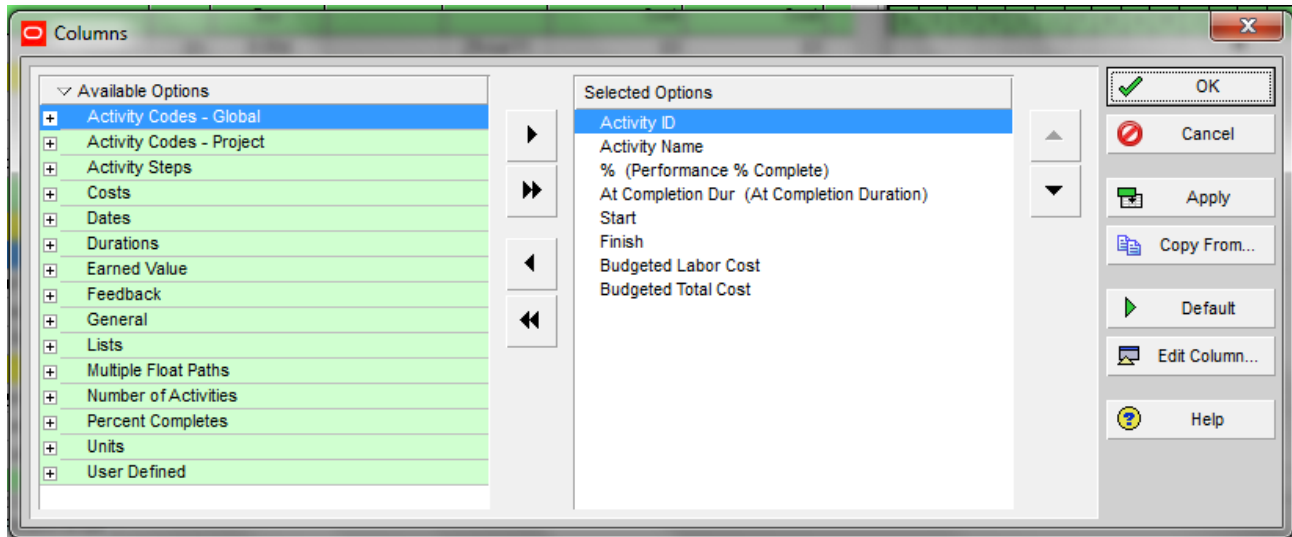


## Filters

No filter is applied in this layout so that all activities are displayed.

Filter: All Activities

## Columns



- **Activity ID & Activity Name:** Required to identify activities
- **Performance % Complete:** Required to show activities % complete status
- **At Completion Duration:** Required to show total duration of activities
- **Start:** Required to show start date of activities
- **Finish:** Required to show finish date of activities
- **Budgeted Labor Cost:** Required to show the cost of labour resources assigned to activities
- **Budgeted Total Cost:** Required to show the cost of labour and non-labour resources as well as resources assigned to activities (if no non-labour resources or expenses in schedule, Budgeted Total Cost should equal Budgeted Labor Cost)

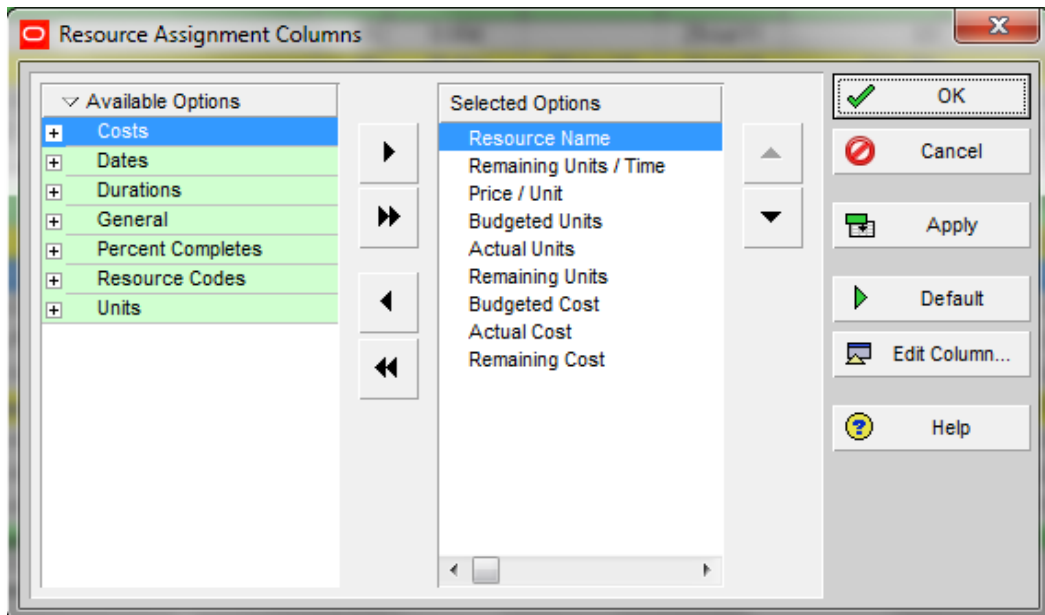
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To edit the columns show on the Resource tab, right-click on a column from that Tab, and choose “Customize Resource columns”.

The fields (columns) set on the Resource tab are:



- **Resource Name:** Required so that right resources are assigned to an activity
- **Remaining Units / Time:** Required to show amount of time resources are available to work on an activity
- **Price / Unit:** Required to show resources price (with the unit associated with the price)
- **Budgeted Units:** Required to show planned labour units resources will spend on an activity
- **Actual Units:** Required to show actual labour units spent by resources on an activity
- **Remaining Units:** Required to show outstanding labour units to be spent by resources on an activity
- **Budgeted Cost:** Required to show planned cost of resources assigned to activity
- **Actual Cost:** Required to show cost incurred by resources assigned to an activity
- **Remaining Cost:** Required to show outstanding cost to be spent by resources assigned to an activity

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# Layout 10: Earned Value Management

**Earned Value Management (EVM)** is a popular method of project performance measurement which focuses on cost and schedule progress against baseline. The layout I use for EVM to highlight the different indices is shown below and this layout is **grouped by WBS** and **sorted by Activity ID**.

Activities																			
Activities   Resources   Projects																			
Layout: 10 - PTuts - EVM Filter: All Activities																			
Activity ID	Activity Name	%	At Completion	Start	Finish	Baseline %	Baseline Dur	Baseline Start	Baseline Finish	PV or BCWS	EV or BCWP	AC or ACWP	SV	SPI	CV	CR	E		
<b>Plant Expansion &amp; Modernization</b>																			
<b>Acme Motors Expansion Project</b>																			
<b>Automated System</b>																			
<b>Design Engineering</b>																			
AS100	Define System Requirements	100%	4.00d	20-Jul-99 A	05-Aug-99	100%	3.33d	20-Jul-99	02-Aug-99	£1,485	£1,485	£1,485	£0	1.00	£0	1.00	£1.00		
AS101	System Design	100%	7.00d	03-Aug-99 A	31-Aug-99 A	100%	6.67d	03-Aug-99	30-Aug-99	£8,349	£8,349	£8,349	£0	1.00	£0	1.00	£8.00		
AS102	Approve System Design	100%	3.00d	31-Aug-99 A	13-Sep-99 A	100%	3.33d	31-Aug-99	14-Sep-99	£1,277	£1,277	£1,277	£0	1.00	£0	1.00	£1.00		
AS204	Prepare Drawings for Temp Control Equipment	100%	3.67d	17-Aug-99 A	31-Aug-99 A	100%	3.33d	17-Aug-99	30-Aug-99	£883	£883	£971	£0	1.00	£(88)	0.91	£1.00		
AS205	Review and Approve Temp Control Equipment	100%	3.00d	31-Aug-99 A	13-Sep-99 A	100%	1.67d	31-Aug-99	07-Sep-99	£1,418	£1,418	£1,418	£0	1.00	£0	1.00	£1.00		
AS216	Prepare Drawings for System Controller	50%	9.67d	23-Aug-99 A	01-Oct-99	100%	3.33d	23-Aug-99	03-Sep-99	£883	£442	£442	£(442)	0.50	£0	1.00	£0.00		
AS217	Review and Approve System Controller	0%	3.33d	04-Oct-99	15-Oct-99	0%	3.33d	04-Oct-99	15-Oct-99	£0	£0	£0	£0	0.00	£0	0.00	£1.00		
<b>System Engineering</b>																			
AS109	Test & Debug Line A	0%	8.00d	10-Feb-00	15-Mar-00	0%	8.00d	10-Feb-00	15-Mar-00	£0	£0	£0	£0	0.00	£0	0.00	£4.00		
AS110	Test & Debug Line B	0%	8.00d	10-Feb-00	15-Mar-00	0%	8.00d	10-Feb-00	15-Mar-00	£0	£0	£0	£0	0.00	£0	0.00	£4.00		
AS111	Pilot Start Line A	0%	0.33d	16-Mar-00	16-Mar-00	0%	0.33d	16-Mar-00	16-Mar-00	£0	£0	£0	£0	0.00	£0	0.00	£0.00		
AS112	Start-Up Line B	0%	0.33d	16-Mar-00	16-Mar-00	0%	0.33d	16-Mar-00	16-Mar-00	£0	£0	£0	£0	0.00	£0	0.00	£0.00		
AS240	Installation Begins	0%	0.00d	14-Sep-99		100%	0.00d	14-Sep-99		£0	£0	£0	£0	0.00	£0	0.00	£0.00		
AS265	Path Refinement and Shakedown-Line A	0%	3.33d	17-Mar-00	30-Mar-00	0%	3.33d	17-Mar-00	30-Mar-00	£0	£0	£0	£0	0.00	£0	0.00	£1.00		
AS275	Path Refinement and Shakedown-Line B	0%	3.33d	17-Mar-00	30-Mar-00	0%	3.33d	17-Mar-00	30-Mar-00	£0	£0	£0	£0	0.00	£0	0.00	£1.00		
AS310	Site Preparation	80%	3.67d	14-Sep-99 A	28-Sep-99	90%	3.33d	14-Sep-99	27-Sep-99	£307	£273	£273	£(34)	0.89	£0	1.00	£0.00		
AS315	Install Electrical Power	0%	8.00d	29-Sep-99 A	01-Nov-99	0%	8.00d	29-Sep-99	01-Nov-99	£0	£0	£0	£0	0.00	£0	0.00	£6.00		
<b>Temperature Control Equipment</b>																			
AS105	Install Temperature Control Equipment	0%	6.67d	02-Nov-99	01-Dec-99	0%	6.67d	02-Nov-99	01-Dec-99	£0	£0	£0	£0	0.00	£0	0.00	£6.00		
AS200	Prepare and Solicit Bids for Temp Control Equip	100%	2.67d	07-Sep-99 A	16-Sep-99 A	100%	1.67d	07-Sep-99	13-Sep-99	£542	£542	£542	£0	1.00	£0	1.00	£0.00		
AS201	Review Bids for Temp Control Equipment	100%	0.67d	20-Sep-99 A	21-Sep-99 A	100%	0.67d	20-Sep-99	21-Sep-99	£199	£199	£199	£0	1.00	£0	1.00	£0.00		
AS202	Award Contract for Temp Control Equipment	100%	0.33d	21-Sep-99 A	21-Sep-99 A	100%	0.33d	21-Sep-99	21-Sep-99	£32	£32	£32	£0	1.00	£0	1.00	£0.00		
AS206	Fabricate & Deliver Temp Control Equipment	100%	6.33d	22-Sep-99 A	18-Oct-99 A	15%	6.67d	22-Sep-99	19-Oct-99	£0	£0	£0	£0	0.00	£0	0.00	£0.00		
<b>Robot Controller</b>																			
		0%	43.33d	28-Sep-99	04-Nov-00	0%	43.33d	28-Sep-99	04-Nov-00	£0	£0	£0	£0	0.00	£0	0.00	£44.00		

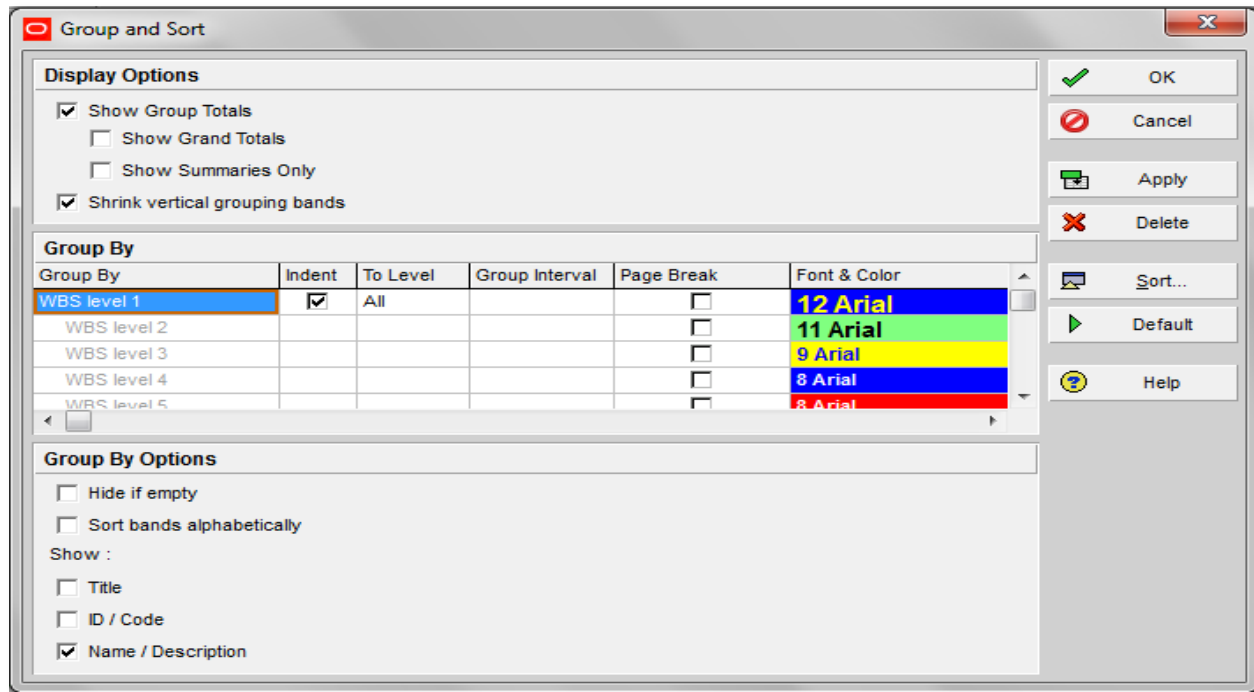
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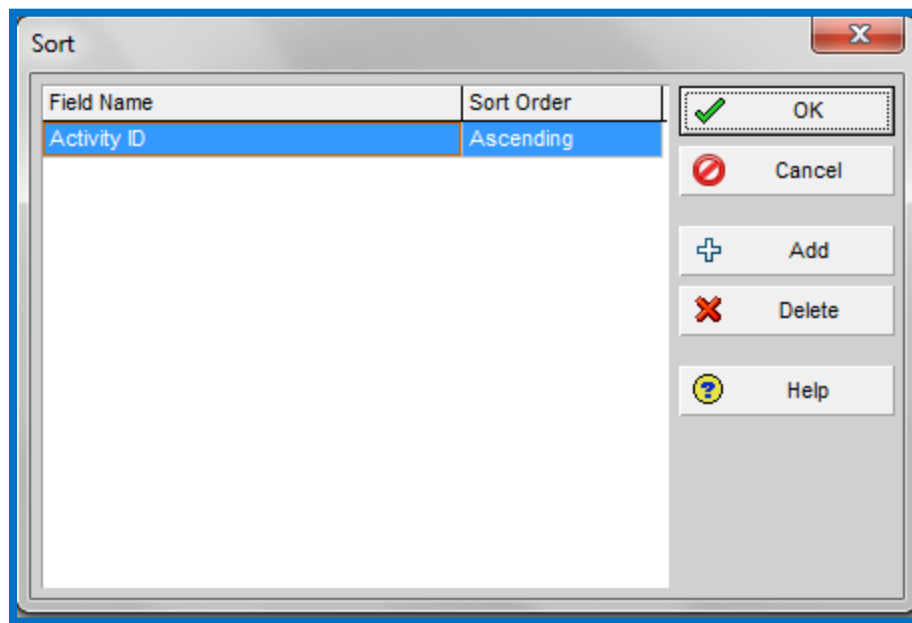


## How to Build this Layout

### Grouping



### Sorting



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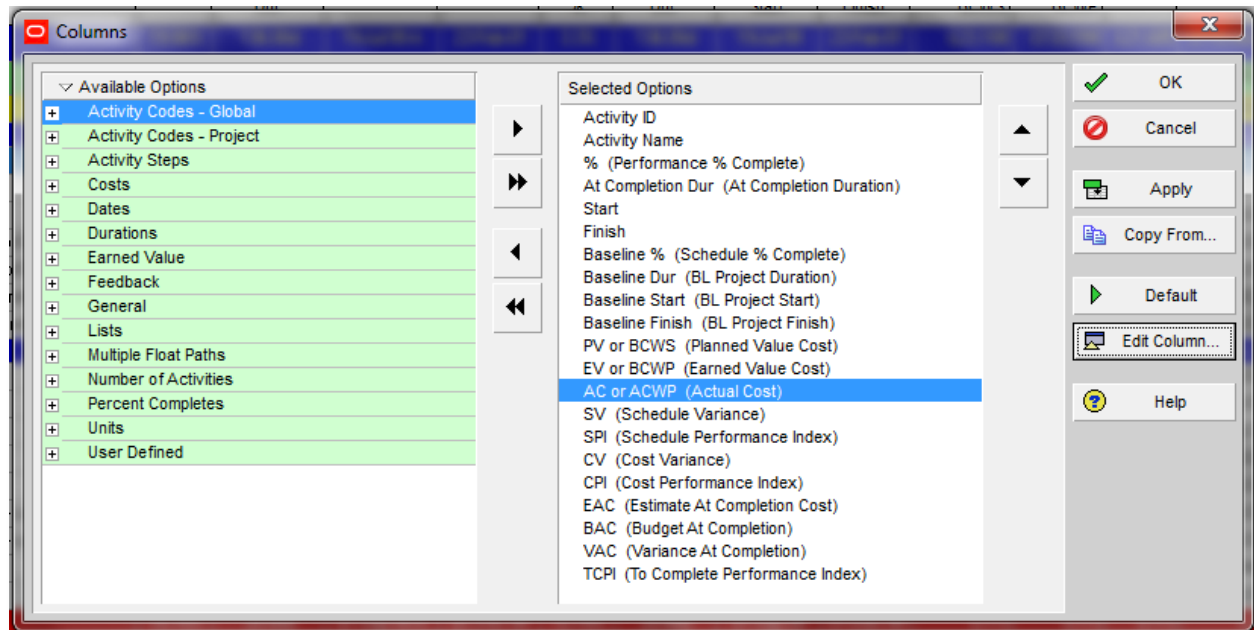


## Filters

No filter is applied in this layout so that all activities are displayed.

Filter: All Activities

## Columns



- **Activity ID & Activity Name:** Required to identify activities
- **Performance % Complete:** Required to show activities % complete status
- **At Completion Duration:** Required to show actual or forecast duration of activities
- **Start:** Required to show actual or forecast start date of activities
- **Finish:** Required to show actual or forecast finish date of activities
- **Schedule % Complete:** Required to show baseline % complete status of activities
- **BL Project Duration:** Required to show baseline duration of activities
- **BL Project Start:** Required to show baseline start date of activities
- **BL Project Finish:** Required to show baseline finish date of activities
- **Planned Value Cost:** Required to show the budgeted cost of work scheduled
- **Earned Value Cost:** Required to show the budgeted cost of work performed
- **Actual Cost:** Required to show the actual cost of work performed

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- **Schedule Variance:** Required to show difference between achieved schedule performance and planned schedule performance
- **Schedule Performance Index:** Required to show how the progress of work performed compares to progress of work planned
- **Cost Variance:** Required to show difference between achieved cost performance and planned cost performance
- **Cost Performance Index:** Required to show how the cost of work performed compares to cost of work planned
- **Estimate at Completion Cost:** Required to show forecast cost at completion of activities or project
- **Budget at Completion:** Required to show planned cost at completion of activities or project
- **Variance at Completion:** Required to show difference between forecast cost at completion of activities or project and planned cost at completion of activities or project
- **To Complete Performance Index:** Required to show the projection of future cost performance required to achieve either Budget at Completion or Estimate at Completion Cost



## What's Next...?

---

The best way to get familiar with Activity Layouts and all of Primavera P6's fields and screen options is to practice. So build the layouts in this eBook, and share them. Share them with your colleagues and work together to define a set of standard layouts for your team and your organization. You'll find that these 10 are a good starting place, but there's so much more you can do.

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